Municipal Census
Training Manual

Guidelines for Conducting a Municipal Census

Alberta
Finance and Enterprise
Statistics

© Government of Alberta
2009

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior permission from Alberta Finance and Enterprise, Statistics Division.

Questions concerning this Training Manual, or further information on census methodologies, terms, and techniques for are welcome and can be directed to:

Alberta Finance and Enterprise, Economics & Statistics
Statistics Unit
Room 545, Terrace Building
9515 – 107 Street
Edmonton, Alberta T5K 2C3
Telephone: (780) 427-3099
Fax: (780) 427-0409

To be connected toll free in Alberta, first dial 310-0000.

To contact us by e-mail: Finance.Statistics@gov.ab.ca

March, 2009

Preface

The procedures outlined in this manual constitute general standard practices used in conducting a census of population, and are intended as guidelines only. For information regarding the prescribed authority, for filing official population counts as specified under the *Municipal Government Act*, please contact Alberta Municipal Affairs at (780) 427-2225.

Table of Contents

PART 1: AUTHORITY FOR A MUNICIPAL CENSUS 1

PART 2: APPLYING FOIP TO A MUNICIPAL CENSUS 2

PART 3: CONDUCTING A STANDARD MUNICIPAL CENSUS 3

THE ROLE OF THE CENSUS COORDINATOR 4
Informing Residents About the Census 4
Enumeration Areas 4
Hiring and Training 5
Supervising 5
Preparation 6
Collection and Analysis of Census Data 6
Collecting Personal Information 6
Review and Processing of Forms 6
Analysis 7
Retention of Census Forms and Information 7

THE ROLE OF THE ENUMERATOR 8
Your Responsibilities 8
Confidentiality 8
Your Approach 8
Your Routine 8
Assistance From Your Census Coordinator 9

THE ENUMERATOR'S MATERIALS 9

THE ENUMERATION AREA 10
The Enumeration Area Census Map 10
Method of Covering Your Area 10
(i) Urban Coverage 10
(ii) Rural Coverage 11

INTERVIEWING PROCEDURES 12
Where to Interview 12
Whom to Interview 12
Letter of Introduction 12
The Interview 12
Unusual Situations 13

CALL-BACKS 15

COMPLETING THE CENSUS FORM: GENERAL POINTS 16

COMPLETING THE CENSUS FORM: SPECIFIC POINTS 17
Geographic Profile 17
1. Type and Name of Municipality 17
2. Census Date 17
3. Municipality Code 18
4. Form Number 18
5. Address 18
6. Enumeration Area 18
7. For Rural Use Only 19
8. Dwelling Type 20
9. Dwelling Is 23
Usual Number of Residents 24
Usual Residents: Definition 24
Include as Usual Residents 25
Do Not Include as Usual Residents 25

OPTIONAL SECTIONS ON THE CENSUS FORM **26**
Demographic Profile *27*
1. Number 27
2. Sex 27
3. Age 27
Household Profile *28*
1. Relationship to Person 1 28
2. Length of Residence in this Municipality 29
3. Previous Residence 30
Employment Profile *31*
1. Employment Status 31
2. Employment Location 32
Elective Categories *33*
1. Type of Industry 33
2. Type of Occupation 36
3. Marital Status 37
4. Highest Education Level Attained 37
5. Number of Bedrooms 38
6. Conditions of Occupancy 38
7. Previous Residence (by Province) 39
8. Mode of Travel to Work 39

SUMMARY OF ENUMERATION PROCEDURES **40**

REFERENCES **41**

APPENDICES **42**

CENSUS ENUMERATOR'S OATH OF OFFICE **43**

LETTER OF INTRODUCTION **44**

CALL-BACK MATERIALS **45**
Call-Back Card *45*
Call-Back Form *46*

RESPONSE CATEGORY CARD **47**
Side 1 ..... *47*
Side 2 ..... *48*

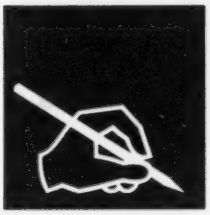
ELECTIVE RESPONSE CATEGORY CARD **49**

STANDARD CENSUS FORM **51**

DWELLING TYPES **52**

2009 MUNICIPAL CODES **53**

FOIP INFORMATION FOR CONDUCTING A MUNICIPAL CENSUS **58**



Authority for Conducting a Municipal Census

The authority for conducting a municipal census is contained in the *Municipal Government Act* and the *Determination of Population Regulation.*

Section 57 of the *Municipal Government Act* (MGA) provides the authority for municipalities to conduct a census. Section 6 of the MGA provides that a municipality has natural person powers, except to the extent that they are limited by any enactment.

The *Determination of Population Regulation*, defines official census and usual residence, and provides the time frame to conduct an official census and submit the results to the Minister of Municipal Affairs.

A municipality wishing to conduct a census must keep in mind that the regulation requires only a count of usual residents. If the municipality decides to collect information in addition to a resident count, it should consider the relevant provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP), particularly those relating to the collection, use, and protection of personal information.

Please see the following page for more information on FOIP.

Municipalities are encouraged to consult with their own legal counsel about the authority and the type of information they would like to collect prior to conducting a census to ensure that their plan will be consistent with the MGA and the FOIP Act.

Municipalities should also be aware that the legislative provisions about census may change and the municipalities should ensure that they are always working with the updated legislation.

For further information about the *Municipal Government Act*, please call:

Alberta Municipal Affairs
Phone: (780) 427-2225

Applying FOIP to a Municipal Census

A municipality is a "local governing body" under the *Freedom of Information and Protection of Privacy (FOIP) Act* as defined in section 1(1)(I) of the *Act*. As a public body subject to the *Act*, municipalities must collect, use, disclose, protect, retain and dispose of personal information, including census information, only in accordance with the *Act*.

Section 57 of the *Municipal Government Act* authorizes municipalities to conduct a census. However, the authority to collect personal information for the purposes of a census is found in section 33 (c) of the *FOIP Act*. This section authorizes public bodies to collect personal information which is directly related to, and necessary for, an operating program or activity of the municipality. Municipalities should first determine what kinds of personal information they need for future planning purposes or for operating certain programs or services, and then only collect the necessary information. For example, if a municipality is only doing a population (head) count for the purposes of obtaining a municipal grant, it would not need to collect employment or educational information about residents. However, if it is determining whether a new school or recreation facility needs to be built, or future transportation needs, it may need to collect information on gender, dates or birth, family structure, type of employment, etc.

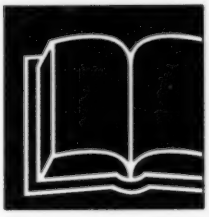
The FOIP Act provides that municipalities should:

1. Collect only the information that they will need and use for authorized operating programs;
2. Use and disclose information only for those purposes for which it was collected; and,
3. Safeguard the information they collect and retain.

Enumerators should address their FOIP questions to the census coordinator. Census Coordinators requiring FOIP information should contact their regional FOIP office.

Additional FOIP information can be found in Appendix I, page 58.

For further information about the *Freedom of Information and Protection of Privacy Act*: www.gov.ab.ca/foip



Introduction

The *Municipal Census Training Manual* provides a step-by-step guide for census taking at the municipal level. The first sections of the manual describe the role of census coordinator, role of the enumerator, the enumerator's materials, the methods for covering urban and rural enumeration areas, interviewing procedures, filling out the census forms, and preparing various types of census profiles. The final sections of the manual provide a set of additional census questions. A copy of the sample census form and other census materials and documents follow in the Appendices.

The purpose of this manual is to assist census coordinators and enumerators to achieve consistency in policies, procedures, processes, and forms relating to census. Consistent municipal censuses will:

- ✓ Provide municipal head counts for years other than the Census of Canada;
- ✓ Enable efficient and cost effective data collection;
- ✓ Meet the specific needs of individual communities.

The methodologies, terms, and techniques for census taking described in this manual have been developed by Alberta Finance and Enterprise, Statistics Division for provincial use. The statistical concepts and principles reflected in the manual are based on those recognized by Statistics Canada and other statistical agencies.

Specific Census Date

A census is a snapshot of a community at one point in time. Because population can only be measured on one day, a specific census date must be chosen, with all census questions asked in reference to this one day. The census day is either the first day of enumeration or a day prior to the start of enumeration.

For further information on census methodologies, terms, and techniques, please call:

Alberta Finance and Enterprise,
Statistics Division
(780) 427-3099

The Role of the Census Coordinator

Once a municipality decides to conduct a municipal census, one of the initial steps is hiring a census coordinator to oversee and organize all aspects of the census. The duties of a census coordinator differ by municipality, thus many of the possible roles will be discussed in the following pages. Some may pertain to your particular situation, while others may be the duty of administrative staff, enumerators or others.

Informing Residents About the Census

Participation is key to a successful census. As a municipal census is not mandatory for residents to partake in, it is essential to increase participation through awareness of the census and its importance to the community. It is important to inform residents of:

1. when census day is;
2. on what days an enumerator may be coming;
3. why a census is taking place.

This can be done using appropriate media, such as television and radio announcements, newspaper ads and articles, mail-outs, and posters on community billboards/bulletin boards. Providing information on the municipal census to residents includes them in the process, and also informs them of why their participation is valuable and needed.

Enumeration Areas

Before enumerators are hired, the municipality needs to be divided into Enumeration Areas (EAs) to find out how many enumerators are needed for the census. Typically, one day's work for one enumerator in an urban municipality is approximately 100 to 200 households, or about 50 households in a rural municipality. This can be adjusted for the density of dwellings, the number of questions asked (head count vs survey), as well as the estimated number of call-backs to be made.

Enumeration maps can be made using a variety of maps, for example county maps for rural municipalities, and ward maps for urban areas. Another option is to obtain existing enumeration area maps from Statistics Canada, which were used for the most recent Census of Canada.

Hiring and Training

Often, census coordinators are involved in the hiring and training of enumerators for their municipality. When the required number of enumerators is known, job postings for these positions can then be placed. Most often, housewives and retirees reply and are hired, as these positions are temporary with long workdays. Qualities to look for in potential enumerators include courtesy, professionalism, accuracy, and if they are articulate, people-persons and attentive. These people will become liaisons between the municipality and residents, as they represent the municipality and are key in the success of any census.

After the enumerators have been hired, the census coordinator must train them to properly carry out the municipal census. For the coordinator, this involves careful study of the *Municipal Census Training Manual*, familiarity with the *FOIP Act*, as well as a thorough knowledge of the residency definitions, possible problems, and game plan of how the census will be organized and undertaken. The coordinator must also understand the reasons behind asking specific questions in the census, what the results will be used for (i.e future programs, infrastructure), and how to handle personal information. These may be some of the questions asked of the enumerators during the census, and they must be briefed on how to answer them or to direct queries to the census coordinator.

As for the training itself, the session generally takes two to four hours, for which the enumerators are generally paid to attend. In addition to a verbal training session, the enumerators should be given copies of the training manual for review prior to, and use during, enumeration. The coordinator should be prepared to answer questions regarding the manner of enumerating, as well as the challenges involved.

Supervising

During the enumeration period, the census coordinator will need to manage both the enumerators and the census. One role is to handle any questions from the enumerators or from residents via the enumerators, while another role is to ensure that the interviews are conducted properly and census forms are being filled out correctly. One way to deal with both roles is to check a handful of census forms from each enumerator following a few hours of enumerating. Questions and suggestions can then be addressed early in the enumeration process.

The enumerators rely heavily on the census coordinator to answer any and all questions regarding the census. Preparation is thus key to a successful municipal census.

Preparation

In some municipalities, the census coordinator may be required to do significant preparation work before the census. These include such things as creation of enumeration area maps or filling in form numbers on each form (with or without addresses). This can be done by either the coordinator or the enumerators.

Collection and Analysis of Census Data

There is a number of roles coordinators play during the collection and analysis of census data. Listed below are several of the key areas to focus on.

Collecting Personal Information

"Personal information" is defined in section 1(1)(n) of the *FOIP Act* as recorded information about an identifiable individual, including the individual's name, home or business address or telephone number, age, gender, marital or family status and information about the individual's educational, financial or employment history, etc. Enumerators are collecting personal information during a municipal census. They are collecting individually identifiable information when they attach a name or other identifier to the personal information being collected.

Municipalities do not currently have the authority to collect names of household residents in connection with their other personal information, unless the census information is being audited or verified (e.g. by the department of Alberta Municipal Affairs). In the case of an unaudited population count, if the municipality provides an affidavit swearing to the official population count, names of residents are not needed.

Personal information can only collected directly from the individual that it is about or from the head of the household, not from neighbours or caretakers, for example. Enumerators could collect from a neighbour, if necessary, total numbers of full-time residents of their neighbour's household. Call-back cards should be left for residents who are absent at the time of enumeration.

Review and Processing of Forms

The census coordinator is responsible for the accuracy and collection of all filled, void, and unused forms. As mentioned previously, it is suggested that the coordinator review several filled forms with each enumerator on the first day to ensure they are being completed accurately.

Data collected on the census forms are usually transferred from paper to electronic files. Smaller municipalities may be able to do this in-house, but most outsource the keypunching of data to data processors. Identifiable variables (i.e. name, complete address) should be omitted in order to ensure

confidentiality. For example, an address may only have a street name or the avenue and street rather than the full address if some sort of address is needed for analysis. The enumeration area number may be all that is needed.

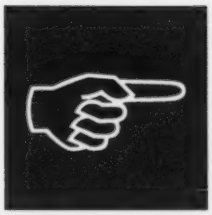
Analysis

Once the data is in an electronic format, many types of analyses can be performed. This can also be done either in-house or contracted out. Reports may contain items such as frequencies (i.e. number of dwellings by type, age-group and gender distribution) or averages (income, age). Histograms and pie charts may also be included to show distributions. Some communities prepare reports and place them on the Internet. Note that individual data should not be analyzed or reported to ensure confidentiality and anonymity.

Retention of Census Forms and Information

Under section 35 of the *FOIP Act*, municipalities must protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction. Census information needs to be protected throughout its life cycle, from the time it is collected until it is properly disposed of. Reasonable security arrangements could consist of such things as: requiring enumerators to take an Oath of Office or Confidentiality; keeping identifiable information, if collected, in locked cabinets; restricting access through the use of passwords or user verification (for electronic information); and, shredding the information after its approved retention period.

The census information should be retained for the period of time specified, and disposed of in accordance with a municipality's approved retention and disposition schedule for this type for record. If identifiable information has been collected, particular care should be taken in its disposition or destruction.



The Role of the Enumerator

When conducting a census, the role of the enumerator is an important and responsible one. A successful census could not be attained without conscientious and well-prepared enumerators obtaining accurate and complete information.

Your Responsibilities

As an enumerator, you will work under a coordinator who will be assigned one or more enumeration areas and will be responsible for collecting the required information on all bona fide residents of that area. Responsibilities include:

- ✓ becoming familiar with your area;
- ✓ knowing how to systematically enumerate your area;
- ✓ knowing who is eligible to be counted;
- ✓ knowing how to complete the census form accurately; and,
- ✓ completing your enumeration area within the time prescribed by the census coordinator.

Confidentiality

All information obtained during the enumeration must be kept confidential (see sample in Appendix A, Census Enumerator's Oath of Office). Confidentiality should be stressed for those respondents who show their concern. In such cases, the letter of introduction, which identifies the enumerator as an official census taker and assures the confidentiality of all information collected, should be shown to the respondent (see sample in Appendix B, Letter of Introduction). Do not leave completed census forms where other individuals may see them. Refer any requests for information to your coordinator.

Your Approach

It is imperative that you be courteous, tactful, dignified, and appropriately dressed during the enumeration. A friendly approach and the tactful presentation of questions will help achieve a more cooperative and informative interview. Should the respondent become uncooperative or unpleasant, politely leave and refer the case to your census coordinator.

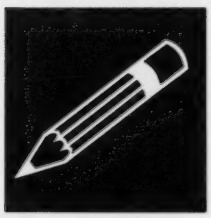
Your Routine

During the census period, enumerating is a full-time job. However, your work hours may have to be adjusted to the times that people are most likely to be home. On the other hand, try not to interfere at inconvenient times such as lunch or dinner hours. Enumeration hours will be set by the municipality, but are often between 10:00am and 9:00pm. Call-backs, however, should be made whenever the resident can be located.

Assistance From Your Census Coordinator

Always remember that your census coordinator is there to assist you should problems arise during enumeration. In the early stages of enumeration, some coordinators find it very beneficial to review a small sample of completed census forms. For example, the first ten forms completed by each enumerator might be reviewed by the coordinator. In this way, any problems can be identified and clarified before the census gets too far underway.

The procedures taken and the work pattern established will be determined by each coordinator. The primary role of the coordinator is to guide the enumerator in census procedures. Never hesitate to ask for assistance.



The Enumerator's Materials

At an instructional meeting held prior to the census, you will be supplied with a package of materials for enumerating. If you find that any item is missing, contact your census coordinator. Your materials may include:

- ✓ an official letter of introduction
- ✓ an official instruction manual
- ✓ an enumeration area census map
- ✓ census forms and clipboard, OR
- ✓ electronic device/laptop
- ✓ a response category card
- ✓ a cover sheet for identifying information to be returned with the completed census forms
- ✓ forms for recording call-backs
- ✓ enumerator call-back cards
- ✓ pencils and paper clips
- ✓ an identification badge
- ✓ a list of municipality codes

The Enumeration Area

The Enumeration Area Census Map

The enumeration area census map is one of your essential tools for conducting the census. Study your map carefully to become thoroughly familiar with your enumeration area. The map assigned to you has the area identifiers outlined and numbered. In urban areas, these identifiers include lot and block numbers as well as the enumeration area number. For rural areas, the quarter section, section, township, range, west of meridian, and enumeration area numbers are generally shown on the map. Other identifiers or landmarks may also be shown to assist in finding specific locations. A small sample map appears on page 19 (Figure 2) for urban enumeration, and page 11 (Figure 1) for rural enumeration areas.

It is essential that no part of your area, and no person living there is overlooked. Always inquire whether there are adjacent dwellings. Do not overlook the possibility of caretakers' quarters in commercial buildings, and other structures which are non-residential. In addition, there may be motels, tourist camps, trailer camps, or types of institutions such as nursing homes, jails and so on, that must be included if they house permanent residents.

In summary, study your area map with care, and investigate all places within your area where people live or might be living.

Method of Covering Your Area

Block Enumeration

In enumerating a block, it is most important that a consistent direction is maintained. Be careful not to miss houses situated back from the street or in lanes. The order or specific direction might be set up by the census coordinator.

The procedures for covering urban and rural areas are discussed below:

(i) **Urban Coverage.** Cover your area on a block-by-block basis in a systematic fashion. For example, start in the north-east corner of a block, enumerate that block in a clockwise direction, then carry on to the next block and continue enumeration using this method. This will prevent you from going back and forth across the street and losing track of the dwellings you have enumerated and those not enumerated. However, blocks are laid out in different ways and this system does not apply in every case.

Of primary importance is, selecting the most efficient system for your particular area ensuring that no dwellings are left out or enumerated twice. It is also suggested that, after you enumerate each dwelling, you place a "X" on the lot of your map. This will help you to know where you have enumerated, and will assist you in locating your call-backs. An "X" should also be placed on lots containing no dwelling units. (see Figure 2, Urban Enumeration Area Example, page 19).

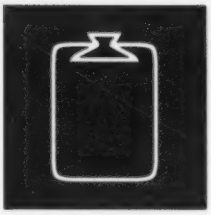
(ii) Rural Coverage. Cover your area in a systematic fashion, quarter section by quarter section. There are 36 sections in a township (see Figure 1, Township Showing Section Numbering Sequence). Beginning with the lowest numbered section in a township, take one quarter of this section at a time. If the quarter section is comprised of a farmstead, mark the appropriate location of the principal dwelling on your map using the number (1). If there are other farmstead dwellings where people live (such as cottages or trailers) mark their location in the quarter section using successive numbers (2), (3), etc.

If the quarter section is subdivided, use a similar method to locate each dwelling systematically. For example, mark the first dwelling you encounter as number (1) on your map, then number the remaining dwellings in the quarter section successively in the order in which they appear. When you start in the next quarter section, start your numbering system over again with dwelling number (1). It is also advisable to mark any other landmarks on your map that can serve as identifiers. This will prevent you from losing track of the dwellings you have and have not enumerated and also assist you in finding call-back locations.

Note that rural coverage may be modified depending on the population density of the area, such as, large residential subdivisions and hamlets. In these cases, it may be more appropriate to cover the area on a block-by-block basis as described under urban coverage.

FIGURE 1 TOWNSHIP SHOWING SECTION NUMBERING SEQUENCE

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	NW NE 1 SW SE



Interviewing Procedures

Once you are familiar with your map, your area, and how to cover your area efficiently and completely, you are ready to approach the dwellings and their household members. In preparation for this step, the following procedures may be of assistance.

Where to Interview

Generally, it will accelerate the enumeration process if the interview is conducted at the door of the occupant's home. You may turn down an invitation to enter the house by saying that all you need are a few questions answered concerning the household members. However, enumerators have pointed out that, in some instances, you may improve rapport during the interview by accepting an invitation to enter the dwelling. What is important here is that you maintain control of the interview situation and do not allow it to become too time consuming. The particular situation, as well as inclement weather, will determine the appropriate course of action to take during the interview.

Whom to Interview

The person you interview must be an adult of 18 years of age or older who is a resident and who can answer the questions accurately. If a child answers the door when you call, ask to speak to an adult. Also, avoid interviewing before a group other than the family unit. Point out that replies to census questions are confidential and that you would like to speak to the person alone.

Letter of Introduction

This letter identifies you as an official census enumerator, explains the purpose of the census and the importance of complete coverage, and assures confidentiality of individual responses.

The letter should be read to the individual prior to the enumerator collecting any personal information that is in addition to the number of residents living at the household.

The Interview

When an adult is available, introduce yourself, then begin the interview. It is advised that an introductory statement be practised so that you can say it automatically and smoothly. This will greatly boost your interviewing confidence as well as the cooperation of the person you are interviewing.

Unusual Situations

Procedures for dealing with some unusual situations which might arise are discussed below:

1. Refusal to Give Information

Interview refusals may occur as a municipal census is voluntary. If the occupant of the dwelling is reluctant to give information, show him your letter of introduction. This letter identifies you as an official census enumerator, explains the purpose of the census and the importance of complete coverage, and assures confidentiality of individual responses. If the person still refuses, politely leave. Note the refusal at the top of the census form, list the dwelling on the call-back form, and report the situation to your census coordinator. If the situation is pursued further and an interview is obtained, be sure that the original census form is voided.

2. Language Difficulties

If you encounter language difficulties with a householder, check to see if another member of the household can assist you. Perhaps you can return in the evening when others are at home. If you cannot make yourself understood, try to determine the language spoken and list the house for a call-back. Ask your coordinator for an interpreter to accompany you on your return visit. The respondent should be informed that persons who act as interpreters must also take the oath of secrecy to ensure the confidentiality of census information.

3. Population Counts of Collective Dwellings

These are structures where people stay for long periods of time (six months or more), or live permanently as they have no other permanent home.

In the case of hotels, institutions such as hospitals, nursing homes, jails, and other collective dwellings, the institutional or appropriate official should be consulted to determine the number of full-time residents who should be included in the census.

Collective Dwellings Include:

- hotels
- seniors citizen lodges
- nursing homes
- hospices
- Hospitals
- construction/work camp sites
- Prisons
- Hutterite colonies

In the case of institutions, include all patients or inmates who have been full-time or permanent residents for six months or more. For these residents, you need only record the dwelling type (name the collective dwelling in the address portion), the total number of residents, and the name, age and sex of each patient or inmate. If any members of the staff live in the institution and do not have a separate residence outside the institution grounds, then include them as part of the dwelling (check the guidelines of whom to include and not include on pages 24 & 25). Record all information on these resident employees.

In the case of hotel populations, persons staying temporarily at hotels who have a permanent or usual home elsewhere are not recorded. Hotel residents and employees who have no permanent home elsewhere are to be counted as the usual residents (see page 24). Record all the information on these people.

If more than one form is necessary to list all staff or all patients or inmates, (i.e., if there are more than ten), repeat the same form number on each form and clip them together.

4. Dual Residence (e.g. Vacation Homes)

The bona fide resident for Alberta is determined by the *Municipal Government Act* which states that "in the event of a person maintaining a residence in more than one municipality he/she shall be required to select one residence as his/her permanent or usual home." Following this procedure, if you encounter a person who has more than one residence, either within one municipality or in two or more different municipalities, determine which is his/her permanent or usual residence, i.e., the one where he/she lives for most of the year or considers to be his/her home. If it is the residence you are presently enumerating, include the person as a resident there. If the dwelling you are enumerating is a temporary residence, for example a vacation home, do not record the person as a resident there, but the dwelling itself is recorded.

5. Armed Forces

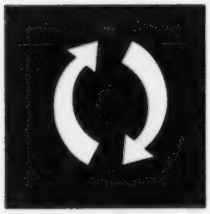
Members of the Canadian Armed Forces in Canada are included with the barracks or military camp population where they are stationed, unless they sleep outside the camp or barracks as lodgers or with their families. Civilians who sleep regularly in the camp or barracks are also included with the camp/barracks population.

6. Servants and Other Employees

Household servants, nannies, labourers or other employees are to be counted with the households of their employers only if they sleep on the premises.

7. No Permanent Home

Persons having no permanent home are to be counted as residents living within the municipality.



Call-Backs

Call-backs are the additional calls you have to make to obtain all the census information required after you were unable to find a suitable person to interview at home on the first call or if the respondent is unable to provide complete information for all residents.

If call-backs are not managed effectively and kept to a minimum, completing the enumeration of your area will be delayed. It is essential that you minimize this problem with careful planning and skilful use of alternative reliable sources. When you are unable to find someone at home, leave an Enumerator Calling Card in a prominent place where it will be noticed and record the dwelling on your Call-back Form (see sample in Appendix C, Call-back Card and Call-back Form). Make two more attempts to contact the person so that your calls cover different times (i.e. morning, afternoon, evening, or weekend periods).

In cases where the respondent cannot answer all the questions for residents who are not at home, ask him/her when the other residents are likely to be home and arrange a call-back, either in person or by telephone, to complete these questions at that time.

Having too many call-backs ahead of you should be avoided. Most call-backs can be resolved in the evenings. Always make sure you keep appointments you have made and do not schedule more call-backs than you can cover in one evening.

When you clear the call-back by enumeration, note this on your call-back form, and complete the census form using standard enumeration procedures. Place an X on your enumerator map to signify that the household has been enumerated.

If the call-back becomes a problem in that several attempts fail to produce the required information, it should be turned over to your coordinator.

To summarize, the call-back procedures are as follows:

- Leave Enumerator Calling Card in prominent place and record dwelling address on Call-back Form.
- Call-back at different times, i.e., morning, afternoon, evening, or weekend periods.
- Try to contact respondent and arrange a convenient time for a call-back.
- Keep on top of your call-backs.
- Always keep appointments.

Completing the Census Form: General Points

This section lists some general points on method and techniques for completing the census form.

Be Accurate

Read the instructions carefully to make sure that you are asking questions as instructed and obtaining the required information. **Do not guess at any information; record only what you are given**.

Print Clearly

Someone else is going to have to interpret the information that you have gathered, so it is vital that the forms are legible.

Code Carefully

Be sure to select and enter the code numbers of response categories with care to eliminate confusion and error and place only one digit in each box. Coding should be right justified - that is, adjust the position of the numbers so that the numbers are entered in boxes on the right hand side and any blank box is filled with a zero. For example, 8 would be entered: 008; 38 would be entered: 038; and 138 would be entered: 138.

Check Blank Spaces

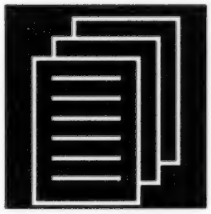
Generally, you may leave a blank space only when you are not able to obtain information from the respondent - either because he/she does not know the answer or refuses to answer. In all other cases, all spaces should be filled. If data entry operators are used, they will be entering this information only as they see it on the forms. Thus, it is very important that you fill in all information. After completing the interview, recheck the form to make sure that you have not left blank spaces or boxes by mistake.

Do Not Destroy Forms

Every census form must be accounted for. If you make errors and must begin again, simply write VOID across the form. Return it to your coordinator.

Return All Census Forms

Return completed census forms to your coordinator as requested. When you have completed your enumeration, all census forms are to be returned, including completed, voided and unused forms. This is especially important if the form number is pre-printed on the census form.



Completing the Census Form: Specific Points

The census form is divided into four profiles, with an optional section for questions customized by and for the municipality. The four profiles are: Geographic, Demographic, Household, and Employment.

The Geographic and Demographic profiles contain the core information needed to complete the municipal information requirements.

The Household and Employment profiles contain supplementary questions which many municipalities and government departments and agencies have found to be very useful, and may be asked if the municipality so desires.

The Optional category allows municipalities to ask questions specific to their local interests.

While reading the following instructions on how to complete specific profiles, you may find it useful to refer to Appendix F, Standard Census Form.

Geographic Profile

The Geographic Profile is one of the most important pieces of information collected during the census process for the following reasons:

1) it identifies the location of each dwelling within the municipality;
2) it identifies the different dwelling types and distribution of dwellings within the municipality;
3) it ties other census data to a geographic reference; and
4) it helps to confirm complete coverage of the census in the municipality.

The Geographic Profile is located on the top half of the Standard Census Form.

The majority of the Geographic Profile can be completed by the enumerator either at the municipal office or from a visual inspection at the specific location being enumerated, prior to the census interview of the occupants.

1. Type and Name of Municipality

The type (i.e. village, town, city, municipal district, county, etc.) and name of the municipality is necessary for identification purposes for the processing agency.

2. Census Date

The census date is required for determining who can be enumerated and to establish statistical data at a specific point in time. One date (usually the first day of enumerating) is chosen, and all questions asked are referenced to this date.

3. Municipality Code

The code is necessary to separate and identify the data belonging to a municipality. If it is not already pre-printed, enter the municipality code in boxes 1 through 3 in the upper right hand corner of the form (see Appendix H for the appropriate code for your municipality).

4. Form Number

Each dwelling unit you enumerate must have its own unique form number. The form numbers for the entire municipality must be done sequentially. This task is usually the responsibility of the census coordinator. Enter the form number in boxes 4 through 9 in the upper right hand corner of the form.

For dwellings with more than 10 persons, repeat the same form number in boxes 4 through 9 on the second and subsequent forms. For example, when enumerating a nursing home, be sure that all forms required to list the residents are given the same form number. On the other hand, apartments in an apartment block are considered separate units and each unit is given a unique form number.

5. Address

The address portion of the census form is utilized in both urban and rural censuses. In either case, record the appropriate address information before commencing the interview.

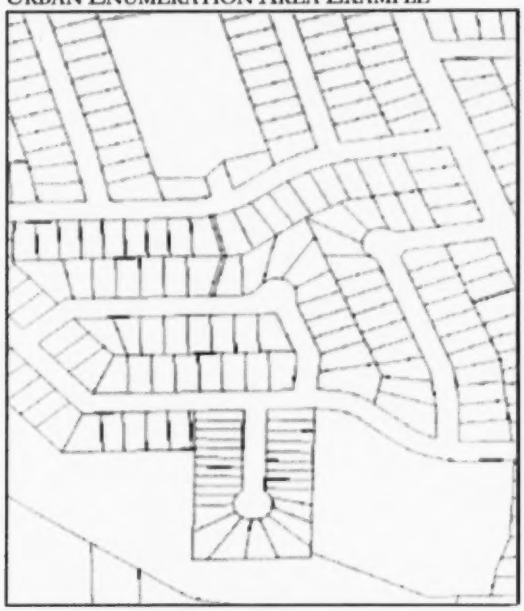
For urban addresses, record the street name or number and house number on the line provided. Note also the appropriate apartment (suite) number where applicable. If there is any question about the address, check with the residents during the interview. In rural cases, if no house and street number are evident on the dwelling, record the colour of the house, the approximate location, or whatever else might act as a useful identification method for you. This will ensure differentiation from other dwellings and assist you in finding call-back locations.

6. Enumeration Area

For the purposes of the census, smaller areas within the municipality may be established to collect and analyze information for a variety of planning applications. These areas are called enumeration areas and can be used in both urban and rural municipalities.

The enumeration area number is provided by your census coordinator and is marked on your enumeration area census map. Enter the appropriate number in boxes 10 - 12.
e.g. enumeration area 9 is shown as 009
e.g. enumeration area 10 is shown as 010.

FIGURE 2
URBAN ENUMERATION AREA EXAMPLE



7. For Rural Use Only

The shaded area marked "FOR RURAL USE ONLY" is for recording the legal land description (quarter section, section, township, range, west of meridian) and the dwelling location (farm, country residential parcel, hamlet, mobile home park or other location). Some of this information will be outlined on your enumeration area census map, but in all cases confirm the information with the resident. The instructions on how to complete this portion of your census form follow in the next column.

a) Quarter Section

- The quarter section boundaries within a section are outlined on your enumeration area census map. Enter the appropriate number of the quarter section in box 13:

  1 = N.E. 3 = S.W. 5 = River Lot
  2 = S.E. 4 = N.W.

- In some municipalities you will find Hudson Bay Reserves, which do not conform to regular land measures, such as quarter section. These lots should be coded 5 in box 13.

b) Section

- The sections, from 1 to 36 in each township, are outlined on your enumeration area census map. In most cases, the section number is also provided on the map. If not, you can determine the section number by looking at the adjacent section number and checking the diagram on your map.
- Enter the appropriate section number in boxes 14 and 15. Begin enumerating in the lowest numbered section and remember to right justify the codes, such as 7 which will be coded 07.

c) Township

- A township is a strip of land 6 miles long, running north to south. In Alberta, the township numbers extend from 1 to 126.
- The townships are outlined and numbered on your enumeration area census map. You may have to estimate the township number for the river lot locations. Enter the appropriate township number in boxes 16 - 18.

d) Range

- A range is a strip of land 6 miles wide, running from east to west. In Alberta, the range numbers extend from 1 to 29.
- The range numbers are provided on your enumerator area census map or are available from your coordinator. You may have to estimate the range number for the river lot locations. Enter the appropriate range number in boxes 19 and 20.

e) West of Meridian

- All parts of Alberta fall west of either the 4th, 5th, or 6th meridian. Enter the appropriate meridian number (either 4, 5, or 6) in box 21.

f) Dwelling Location

- Dwelling location refers to the type of rural location where the dwelling is situated. This information enables analysis of the nature of rural population change, and where those changes are occurring. In many cases, you will be able to determine the appropriate dwelling location from your map. This is especially true for major country residential subdivisions and hamlets. In other instances, you may have to ask the resident:

  Is this dwelling located on a farm or a country residential parcel?

- You may have to probe further, asking the size of the land parcel, and/or whether the land is used to produce the major source of household income. Enter the appropriate dwelling location code, 1 through 5 as described in the following list, in box 22.

Dwelling Location Codes (for Box 22)

1 Farm
- a parcel larger than 20 acres; or
- a parcel between 1 and 20 acres if it is used to produce the major source of income

2 Country Residential Parcel
- generally less than 20 acres, but can be larger
- primarily used for residential purposes, although some may conduct a business not related to agriculture from their home or land

3 Hamlet
- a small unincorporated area containing 5 or more permanently occupied dwellings and locally known by a specific name

4 Mobile Home Park
- a site designed to accommodate mobile homes under leasehold tenure
- if mobile homes are located in a hamlet, code the dwelling location as (3) hamlet

5 Other
- includes dwellings located on some other form of land allotment, such as a Hutterite colony, summer cottage, construction camps, armed forces bases, etc

8. Dwelling Type

Dwelling type information data is used for many studies regarding housing policies and programs. A dwelling is defined as a separate set of living quarters with a private entrance from the outside, or from a common hallway, parking garage, or stairway inside the building. This entrance should not be through someone else's living quarters. For example, a room or a suite of room accessible only through the kitchen of another person's living quarters would not be considered a separate dwelling unit. A separate census form must be completed for each separate dwelling unit.

Circle the number on the form which appropriately describes the dwelling type and enter the code in boxes 23 and 24.

The following codes and descriptions will help you to determine the appropriate type of dwelling to select. *You will find a picture guide of these structures in* ***Appendix G.***

Dwelling Type Codes (for Boxes 23 and 24)

01 Single Detached

- A structure with one dwelling only, completely separated by open space on all sides from all other structures, except its own garage or shed.

02 Suite in Single Detached

- A structure built as a single dwelling but in which a portion of the dwelling, such as the basement or upper storey, has been converted into a suite as another separate dwelling. To be defined as a separate dwelling, the suite must have a private entrance from outside, or from a common hallway inside. For example, if the suite entrance is through the living quarters of the other dwelling, the whole structure is defined as only one single dwelling, and all occupants are recorded under the same form number as one household.

03 Duplex Unit

- A structure designed to contain two separate dwellings, one on top of the other or one beside the other or back to front, separated by open space from all other structures. All duplex types - upper and lower or side-by-side or back to front, must have a private entrance, from outside or from a common hallway inside, to be defined as a duplex.

04 Quadruplex/Triplex

- A quadruplex is a structure divided vertically and/or horizontally into four separate dwelling units each of which shares two common walls or floor/ceiling. The quadruplex may consist of either two units above and two below, or four corner units grouped in a square.
- A triplex is a structure consisting of three dwelling units, at least one of which is on a different level than the other two.
- Both the quadruplex and triplex must have private entrances to each unit and be separated by open space from all other structures.

05 Row (Town) House

- A row house is a single attached dwelling unit in a row of three or more dwellings that share common walls extending from ground to roof and in which there are no other dwellings either above or below it.

06 Apartment

- An apartment consists of multiple dwelling units located on two or more levels and sharing a common entrance. This category also includes more than one suite or flat within a non-residential structure, such as a school or store.

07 Single Dwelling Attached to a Non-residential Structure

- This category includes a single dwelling unit, suite, or flat located either above or at ground level in a non-residential structure, such as a store, church, etc.

08 Mobile Home

- A single dwelling designed and constructed to be transported (by road) on its own chassis to a site and placed on blocks, posts, or a prepared pad. It should be capable of being moved to a new location. Recreational vehicles, motor homes, travel trailers, and camper trailers, if

used as permanent residences, should be included under Category 09 Other Movable Dwellings.

09 Other Movable Dwellings

- Other movable dwellings, other than mobile homes, can be used as permanent residences and are also capable of being moved on short notice, such as tents, motor homes, recreational vehicles, travel trailers, renovated railroad cars or school buses and houseboats.

10 Collective Dwellings

- Collective dwellings are structures designed to fulfill a particular function where people stay for long periods of time (six months or more), or live permanently having no other permanent home.

Included in this category are:

- nursing homes
- prisons
- senior citizen homes
- penitentiaries
- hospices
- reformatories
- hospitals
- Hutterite colonies
- YMCA/YWCA
- work camp sites
- group homes
- hotels
- Convents/dwellings for religious organization
- homes for orphans, soldiers, the blind/deaf/mute, physically/mentally challenged

The collective dwellings listed above do not fit any of the other nine dwelling categories. When considering whether a dwelling is a collective one or not, the important point to remember is the type of dwelling structure. For example, a rooming-house or private home for foster children is recorded according to dwelling structure, and thus would be *Category 01 Single Detached.*

There is also a distinction between types of senior citizens' homes. Homes for the elderly that provide some degree of care or special service such as dining facilities are included as 10 Collective Dwellings. Self-contained units, even if government operated or subsidized, fall under *Category 06 Apartment.*

A similar example may occur in Hutterite colonies. In some cases they exist as collective dwellings, but others are designed as separate self-contained units.

9. Dwelling Is

Information as to whether dwellings are owned, rented, non-permanent/ seasonal, vacant, or under construction provides important data on vacancy rates, home ownership, and other characteristics of the housing market. In conjunction with data on dwelling structure, this information contributes to decisions regarding the types of dwellings, services, and financing that may be needed by the municipality. If the dwelling is occupied, you must first determine if the residents are permanent and, if so, whether the dwelling is owned or rented. To do this, ask the following questions:

Is this your permanent residence?
If yes, is the dwelling owned or rented?

Circle the appropriate number opposite the category which describes the status of the dwelling and enter that number in box 25 on the form. The response categories and their descriptions are as follows:

Dwelling Is Codes (for Box 25)

1 Owned/Rented
- dwellings that are occupied
- owned dwellings and property; or
- dwellings in the process of being bought; or
- owned dwellings situated on rented or leased land; or
- condominium units, whether registered or unregistered. For census purposes, a condominium is a multi-unit complex in which the dwellings are owned individually while land is held in joint ownership with others
- includes dwellings where rent is paid; or
- where no cash rent is paid; or
- dwellings where a reduced rent is paid; or
- dwellings that are part of a cooperative. For census purposes, all members in a cooperative jointly own and occupy their dwelling units under a lease/rental agreement

2 Non-Permanent/Seasonal
- dwellings occupied only at certain time periods in the year, such as summer homes and cottages; or
- dwellings that house construction crews for seasonal work

3 Vacant
- dwellings that are not occupied at the time of the census date; and
- dwellings that are not seasonal or non-permanent

4 Under Construction
- dwellings that are not completed and not occupied;
- does not include those dwellings receiving renovations or additions. These types should be recorded as 1 Owned/Rented

If the response is 2, 3, or 4, this concludes the interview and no further information is required for the census form. If the response is 1, please continue the interview.

Usual Number of Residents

The primary purpose for conducting the census is to produce a total population count. That count provides the basis for calculating per capita provincial grants for municipalities. To obtain the number of residents usually present, ask the question:

What is the number of usual residents contained in this dwelling on _____? (census date)

Enter the total "usual" number of residents in boxes 26 - 28 and justify to the right hand side (e.g. 004).

Respondents may be uncertain as to whom to include as "usual" residents. The following guidelines should be used when deciding who should be included, so that the accuracy of the census will be maintained.

The Population Universe

- "...(T)he population counts for a community include all Canadian citizens, landed immigrants, and non-permanent residents whose usual place of residence is in that community, regardless of where they happen to be on Census Day. The counts also include all Canadian citizens, landed immigrants and non-permanent residents who are staying in the community (at the time of the census) and have no usual place of residence elsewhere in Canada."

  (1996 Census Handbook)

Usual Residents: Definition, Related to the Inclusion and Exclusion of Residents and Non-Residents:

Canadian Citizen

- a person who is a citizen of Canada by birth or naturalization

Landed Immigrant

- a person who is not a Canadian citizen by birth, but who has been granted the right to live in Canada permanently by Canadian immigration authorities

Non-permanent Resident

- a person who holds a student or employment authorization, a Minister's permit, or is a refugee claimant at the time of the Census

Shadow Population

- a person who is present in a community on a "regular" basis, and has a residence elsewhere may be considered to be part of the shadow population. This person resides in the community for a given period of time, but does not consider this to be their permanent residence. **These persons are not included unless specifically authorized.**

  Examples: work camps and seasonal workers

Include as Usual Residents:

- all persons who usually live in the dwelling, even if they are temporarily away (such as on a business trip or at school), such as college/university students who have not established a permanent residence;
- any persons staying or visiting the dwelling who have no other usual home;
- unmarried persons who have a home elsewhere but stay in this dwelling most of the week while working;
- hotel residents and employees who have no permanent home elsewhere;
- any persons who usually live in the dwelling but are now in an institution (such as a hospital or correctional institution), if they have been there for less than six months (when enumerating an institution the reverse applies - these persons are not included);
- persons in the Armed Forces even if away on tour/rotation;
- infants born before or on the census date;
- deceased persons who were alive on the census date; and

- **Students** are included as usual residents at their permanent home (i.e. parents' home) if they have not established a permanent home elsewhere.

Do Not Include as Usual Residents:

- temporary residents (those who are in the community for less than six months);
- visitors and those who have a residence elsewhere;
- shadow populations (see definition on page 20)
- college/university students who have a permanent home elsewhere;
- persons who are now in an institution and have been there for the past six months or longer, (when enumerating an institution the reverse applies - these persons are included);
- infants born after the census date;
- unmarried sons or daughters who live elsewhere most of the week while working, even if they return home on the weekends;
- persons living within the boundaries of Indian reserves; and
- persons living at temporary residences, such as vacation homes.
- enter the total "usual" number of residents in boxes 26 - 28 and justify to the right hand side (e.g. 004).

- **Temporary Residents of a Community** Persons who have a residence elsewhere and who have lived, or will be living in the community for less than six months. For example, people who own summer cottages and live there for only two months of the year are considered temporary residents of that community.

Optional Sections On the Census Form

Optional Questions

The following section outlines optional questions that may be addressed in addition to the required information discussed in the previous section. Optional sections available on the standard census form include: Demographic Profile, Household Profile, Employment Profile, and Elective Categories. Questions pertaining to marital status, education levels, and number of bedrooms may be asked using the Elective Categories section.

The following profiles are non-mandatory profiles and, as such, the questions relating to it will be asked only if the municipality so desires.

Demographic Profile

The Demographic Profile provides information necessary for many studies and activities that are demanded by population growth, such as housing, education facilities, recreation facilities, land use planning, economic development, and market studies for commercial or leisure activities.

The Demographic Profile is located on the bottom half of the Municipal Census Form. This is columns 29 to 33.

1. Number

List every member of the dwelling unit in sequential order, as this helps to provide a quick check against the total number of residents coded in boxes 26 - 28. If there are more than 10 persons in the dwelling, enter 1 at the bottom of column 30 to indicate person number 10. Continue on an unnumbered census form and enter 1 at the top of column 29 to indicate person 11. Continue in the same manner for more than 20 persons, etc. Do not skip any lines.

2. Sex

Sex-specific information is essential in any population analyses. It helps to indicate demographic changes in our society and, when used with other characteristics, is an important criterion in research and planning. Ask:

Is Person ___ male or female?

Enter the appropriate code, in column 31 for each person listed:

Sex Codes (for Column 31)		
1	Male	*Do Not use M for male*
2	Female	*or F for female*

3. Age

Information on age is needed to help the community plan for its needs. These needs include such things as schools, day care facilities, recreation facilities, housing requirements, and seniors' attractions; as well as to assess the community's changing needs. Other characteristics of the population, such as employment, family type (e.g. single parent, 2-parent families), and family size are much more meaningful when studied in conjunction with age. To obtain information about a person's age, ask the following question:

In what age category does Person __ belong in?

Enter the age code in columns 32 – 33. The age categories are coded as follows:

Age Codes (for Columns 32-33)			
01	0-4 years	06	5-44 years
02	5-9 years	07	45-54 years
03	10-17 years	08	55-64 years
04	18-24 years	09	65-74 years
05	25-34 years	10	75 & over

You may experience some reluctance or even refusals to answer this question. Explain to the respondent the importance of collecting age data by referring to the explanation above. You may also reaffirm the confidentiality of the data. If the respondent still refuses to answer this question, do not persist. Leave the columns blank and proceed to the next question.

Household Profile

The Household Profile contains questions to help determine:

- ✓ family structure types;
- ✓ family mobility;
- ✓ migration patterns within the province; and
- ✓ the need for social and manpower programs.

The Household Profile is located on the bottom half of the Municipal Census Form. This is columns 34 to 39.

For the questions in the Household Profile, you can use the Response Category Card on which are listed the codes for each of the questions (see Appendix D). The Response Category Card is used to assist the respondent with questions that are more difficult to answer, i.e. questions that may be sensitive or those that have a greater number of answer categories to consider. Simply hand the respondent the card and ask which number represents the appropriate answer. Then record the number given opposite that person's name/number.

1. Relationship to Person 1

The relationships between household members provides information on the composition of households. This information is needed and used by municipal and provincial agencies, and by private industry to plan social programs, to identify future needs for housing and community services, and to identify consumer markets for a variety of products.

In order to determine family structure, it is necessary to choose an anchor person in each household, called "**Person 1**," and to define all other occupants in relation to that person. Person 1 should be either the husband or wife in any married or common-law relationship, or the parent where one parent only lives with a never-married child. In cases where none of these apply, Person 1 can be any adult member of the household.

The following questions need not be asked if you already know the family structure of the household. If, for example, the respondent has told you his/her name and his/her spouse's and children's names, identifying them as such, you may simply code the respondent as Person 1 (in column 34), the spouse as 2, and the children as 3.

If you are at all uncertain of these facts, however, you must proceed with the questions below.

Is there a married or common-law couple living here?

(If yes, ask): *Please choose one of the couple as "Person 1".*
(If no, ask): *Is there one parent with a child living here?*
(If yes, ask): *Who is it? We will call this parent "Person 1".*
(If no, ask): *Please choose one of the adult members of this household whom we can refer to as "Person 1".*

Enter 1 in column 34 next to Person 1.

To identify the relationship of other household members to Person 1, ask the following:

Please tell me what relationship Person __ is to Person 1.

Say each person listed and enter the appropriate code in column 34, as listed in block 3 at the bottom of the form. The response categories and their descriptions are as follows:

Relationship to Person 1 Codes (for Column 34)

1 Person 1
- the person being interviewed, usually the head of the household

2 Spouse
- the husband or wife, including common-law partner or same-sex partner of Person 1

3 Child/Stepchild
- the sons or daughters of Person 1; or
- the children of Person 2 if from a different relationship; or
- the stepchildren, adopted children, or children of a common-law partner

4 Parent
- parents of Person 1

5 Brother/Sister
- brother or sister, including step-brother or step-sister, of Person 1

6 In-law
- includes mother or father in-law, or brother or sister in-law

7 Other Relative
- includes persons such as uncles, aunts, cousins, grandparents, and so on.

8 Non-Related
- not related to Person 1 by blood, marriage, adoption or common-law (e.g. employee, roommate, foster child, wards, and guardianship children not related by blood, marriage, adoption, or common-law)

If there are one or more members of the household whose relationship to Person 1 is not described in the code categories listed, choose either "*Other relative*" of Person 1 (code 7) or "*Non-related to Person 1*" (code 8).

Example: Anne and John Smith are a married couple living in a single dwelling with their children Rob and Janet, John's mother Mary Smith, and a lodger, Bob Johnson. Anne has been chosen as Person 1 so she is coded 1. John is coded 2 (spouse of Person 1), Rob and Janet are coded 3 (children of Person 1), Mary is coded 6 (mother-in-law of Person 1), and Bob is coded 8 (non-related).

2. Length of Residence in this Municipality

This information is an important measure of the stability or mobility of a population. In conjunction with other population characteristics, such as age, employment status, and family composition, the information helps to assess what changes are needed with respect to various municipal services and programs.

To obtain the length of residence which, for census purposes, refers only to the duration of the current uninterrupted residency in the municipality, ask the following:

How long has _____ lived in this municipality?

Say each person listed and enter the appropriate code, listed in block 4 at the bottom of the form, in column 35.

The response categories and their descriptions are on the following page:

Length of Residence in Municipality Codes
(for Column 35)

1 Less Than 1 Year
- lived in the municipality for less than 1 year

2 One to Less Than 2 Years
- lived in the municipality for at least 1 year, but less than 2 years

3 Two to Less Than 5 Years
- lived in the municipality for at least 2 years but less than 5 years

4 Five Years or More
- lived in the municipality for at least 5 years or more

***Do not confuse the actual number of years with the code for the number of years.**

3. Previous Residence

Information on migration is an important component in studies of population growth and composition changes. It indicates the responsiveness of the population to changing economic and social conditions. Migration is also a key variable in population estimates and projections. As well as being used to determine population grants, population forecasts are required for policy decisions in determining program needs for housing, education, employment, and social services.

Ask this question only for those persons that have lived in this municipality for less than 5 years (i.e. if the answer to Length of Residence was code 1, 2 or 3):

If you have lived in this municipality less than 5 years, where was your previous residence?

Enter the appropriate code, as listed in block 5 at the bottom of the form, in column 36. The response categories and their descriptions are as follows:

Previous Residence Codes
(for Column 36)

1 Another Alberta Municipality
- if they lived in another municipality in Alberta

2 Another Province/Territory
- if they lived in another province or territory in Canada

3 Outside Canada
- if they lived outside Canada

4 NA/Always lived here
- if they lived in the municipality for 5 years or more, or have always lived here (since birth)

If column 36 is coded 1, then enter the appropriate municipality code, found in Appendix H, in columns 37 - 39. For all other codes in column 36 (i.e. 2, 3, or 9), enter 999 in columns 37 - 39.

If it is too time-consuming during the interview to find the municipality codes (Appendix H) from the list provided, write in the name of the municipality and fill in the codes at a later time (i.e. at the end of the day or half-day of enumerating).

Employment Profile

The Employment Profile contains questions pertaining to certain employment characteristics of the municipality. Used to:

- ✓ determine the size of the labour force;
- ✓ determine the participation and unemployment rates in the municipality;
- ✓ identify the number of employment linkages between municipalities;
- ✓ identify the need for transportation improvements based on employment locations; and
- ✓ develop and evaluate manpower programs.

The Employment Profile is located on the bottom half of the Municipal Census Form. This is columns 40 to 44.

1. Employment Status

This question is necessary to obtain information for studies of labour resources and labour markets in a municipality. The degree of labour force participation by members of the household provides data useful in determining the need for special services, location of new schools, and new subdivisions. Information on the availability of manpower resources is used by industrial organizations for relocation or expansion planning. Information about persons not currently at work is also important in the analysis of seasonal employment, and thus is useful in identifying geographic areas that could be assisted by programs.

To obtain the employment status for each member of the household, hand the respondent the response card, found in Appendix D, and ask this question for each person:

Please tell me Person __'s employment status as of ____ (Census date).

Say each person listed and write the appropriate code opposite that person's number in column 40. The response categories are listed in block 6 at the bottom of the form and are also described in the box below:

Previous Residence Codes (for Column 36)

1 Full-Time
- working 30 hours or more each week

2 Part-Time
- working less than 30 hours each week

3 Seasonal
- employed full-time as of the census date, but only for a short time period or part of the year because of annual events, climate, crop cycles, holidays, and vacation periods

4 Unemployed/Seeking Employment
- persons who are currently without a job and actively looking for work

5 Homemaker
- over 15 years of age, engaged in domestic occupation, not otherwise employed full or part-time or seeking other employment

6 Retired
- retired from full-time or part-time work

7 Other, Over 15
- persons who do not fit any of the above six categories such as full-time volunteer workers, persons on extended leave, strike or locked out, persons waiting to start a job or laid off but not seeking work, etc., and students over 15 years of age, but not employed in full or part-time work

8 Under 15 Yrs
- those persons under 15 years of age

Each person is recorded in one category only. Remember that the question is concerned with labour force activities.

Full- and part-time employment refers to a job or business, not including unpaid housework or other unpaid work around the home. Include any of the following:

- working for wages, salary, tips or commission;
- working in your own business, farm or professional practice; and
- working without pay in a family farm or business.

2. Employment Location

Detailed information concerning the relationship between where people live and where they work helps transportation planners determine the need for local and regional transportation networks and facilities for the future, based on projected travel patterns.

Ask for employment location only for those persons that are employed full-time, part-time or seasonal (that is if you coded 1, 2, or 3 in the previous question). For all other persons whom you coded 4 - 9 in the previous question, code 9 in column 41.

Where does Person __ work?

Persons who have more than one job in more than one location must specify their primary work location, or if they have equal part-time jobs, they must select and specify one job location.
Enter the appropriate code, as listed in the following box, in column 41.

There are two coding parts to this question. The first identifies generally where the person is working.:

Employment Location Codes (for Column 41)

1 Another Alberta Municipality
- a different municipality than where the person resides.

2 In This Municipality
- working in the same municipality where the person resides, but not at own residence

3 At Own Residence
- working out of the person's home

4 No "Usual Place"
- working in different locations, such as travelling salesmen, rig workers, musicians, etc.

5 Outside Alberta
- working outside the Province or Country

6 Not Applicable
- employment status is not 1 full-time, 2 part-time, or 3 seasonal

The second part specifically identifies where the person is working within the province or municipality. Follow the instructions listed in the box below to correctly code columns 42 - 44.

Specific Employment Location Codes (for Column 42-44)

If col 41 is:	Then enter in col 42-44
1	• the code for the Alberta municipality named
2 or 3	• the enumeration area code, if so instructed by your coordinator, otherwise 999
4, 5, or 9	• 999

If you do not have time during the interview to find the appropriate municipality code from the list provided, write in the name of the municipality and code it later (see Appendix H).

Elective Categories

This section on the municipal census form allows columns 45 - 50 to be used by the municipality to obtain information on:

- specific matter of interest to the municipality in the areas of, for example, transportation, recreation, or municipal services; and
- demographic, housing, or employment aspects that were either obtained from previous censuses, or in addition to this form.

The Elective Category is the last section of the bottom half of the Municipal Census Form. This is columns 45 to 50.

Some suggestions for information that could be collected using this category, together with the recommended coding structure and some descriptions, are contained in Appendix E. These are only suggestions and municipalities are encouraged to focus on the questions pertaining to their specific data requirements.

1. Type of Industry

Information on the number of people working in each of the many classes of industry is essential to a meaningful analysis of the economic and industrial growth of the municipality and the utilization of manpower resources. When related to industry growth, trends can be plotted so that training/support programs and activities can be planned in anticipation of future needs on a municipal and regional basis.

Ask the question only for those persons employed full-time, part-time, or seasonal, and were coded 1, 2, or 3 under Employment Status. Code 99 for those persons coded 4 through 9 in Employment status.

Hand the respondent the elective response category card (found in Appendix E) on which are listed the 18 codes for Type of Industry, then ask:

Which number describes the type of business, industry, or service in which Person ___ works?

Say each employed person and enter the appropriate code opposite that person's number in the column numbers as instructed by your coordinator. Persons with two or more jobs should select the job in which they work the most hours.

Employment Industry Type Codes
(for elective Columns)

For those employed in…

01 agriculture or related industries

- This may include livestock; crop farms; fruits; vegetables; greenhouse/nursery products; crop dusting; harvesting, threshing and bailing services; farm animal breeding services; and veterinary services.

02 forestry industry

- all phases

03 fishing/trapping

04 mining, quarrying oil, and gas extraction (i.e. contract drilling)

- This may include metal mines; non-metal mines including coal; crude oil and natural gas industry; contract drilling; stone quarries; sand and gravel pits.

05 oil/gas and petro-chemical manufacturing.

- This category includes refined petroleum product industries, agricultural chemicals (i.e. fertilizer), plastics, pharmaceutical industry, paints, cleaning products and lubricants.

06 non-petro-chemical manufacturing

- This category may include those persons employed in the manufacture of food; beverages; tobacco products; rubber products; textiles; clothing; wood (prefabricated wood building; wooden kitchen cabinets; plywood; particle board; etc.); furniture; paper; metals (steel pipe; tubing; fabricated structured products; wire; machine shop; etc.).

07 construction

- This category may include the building, developing and general contracting industries; highways, streets, bridges; excavating and grading; fencing; precast concrete installation; structural steel erection; plumbing, heating and air conditioning mechanical work; electrical work; interior and finishing work; etc.

08 transportation

- This may include air transport; railway; water (ship charters, harbour operation, etc.); truck (general freight; moving and storage; forest products trucking); public passenger transit and taxi systems.

09 communication/utilities

- This category may include radio and television broadcasting; telecommunications; postal and courier services; electric power systems; gas distribution systems; water systems.

10 wholesale/retail trade

- This includes the wholesale distribution of farm products; petroleum products; food, beverages, drugs, and tobacco; apparel and dry goods; household goods; motor vehicles, parts and accessories; metals, hardware, plumbing, heating and building materials; machinery, equipment and supplies. This also includes the retail distribution of food, beverages, and drugs; shoes, apparel; fabric and yarn; household furniture, appliances and furnishings; automotive vehicles, parts, accessories, sales and services; general retail (department stores).

11 finance, insurance, and real estate.

- Include those employed in banks, trust companies and credit unions; loans and credit card companies; investment and mortgage companies; health and life insurers; brokers; insurance and real estate agencies.

12 business/personal/other services

- This category includes establishments primarily engaged in providing services more to the business community than to the general public. Included in this major group are employment agencies and personnel suppliers; computer services; accounting and bookkeeping services; advertising services; architectural, engineering and other scientific services; lawyer and notary services; management consulting services; and business services not elsewhere classified.

13 government and public administration

- If a category of type of industry more specific than government can be determined, use the more specific category. For example, postal workers are coded with communication and utilities (09) and Edmonton Transit employees or municipal school bus drivers are coded with transportation (08).

14 education

- This category includes those persons employed in elementary and secondary education; post-secondary non-university education; university; library services; museums and archives; as well as any other educational services.

15 health and social services

- such as: hospitals; nursing homes, homes for the mentally disabled, alcohol and drug addicts, and single mothers; public health clinics; ambulances; child day care and nursery school; offices of physicians, surgeons and dentists; medical and health laboratories; social workers and so on.

16 accommodation, food, and beverage services

- Include those persons employed in hotels, motels, campgrounds and travel trailer parks; restaurants, take-out food services, caterers; taverns, bars and night clubs.

17 other industry.

- These may include those employed in amusement and recreational services (motion picture theatres; sound studios; golf courses; ski facilities; amusement park; coin-operated amusement services; bowling alleys); personal and household services (beauty and barber shops; laundry; cleaners; funeral services; shoe repair); machinery and equipment rental; auto and truck rental; photographers; repair services.

18 not employed full-time, part-time, or seasonal.

- Code 99 those who are unemployed but seeking work, even though you may know the type of work they seek.

2. Type of Occupation

Information on the types of occupations which employ a population is important for the analysis of economic growth, the development of diversification strategies, and the utilization of manpower resources. Education, training, and support programs can be planned in advance, given the future needs of the municipality and region. Provincial and federal grant programs often require this.

Ask this question only for those persons employed full-time, part-time, or seasonal, and were coded 1, 2, or 3 in Employment Status. Code 99 for those persons coded 4 through 9 in Employment Status.

Hand the respondent the elective response category card (See Appendix E) on which are listed the 21 codes for Type of Occupation, then ask:

Which number describes the type of occupation in which _____ works?

Say each employed person and enter the appropriate code opposite that person's name in the column numbers as instructed by your coordinator. Persons with two or more jobs in different occupations should select the one where they work the most hours.

Employment Industry Type Codes (for elective Columns)

01 for those employed in managerial, administrative, and related occupations.
02 for persons employed in the field of natural sciences, engineering and mathematics.
03 for persons employed in occupations related to religion.
04 for persons in the teaching field.
05 for those employed in the area of medicine and health.
06 for occupations that are related to the artistic, literary, and recreational fields.
07 for persons employed in clerical and related occupations.
08 for persons employed in sales.
09 for those employed in the various service occupations.
- Include those employed in protective services (police, forest fire workers, correctional staff, courts, and municipal fire fighters).

10 for persons employed in farming, horticulture, and animal husbandry.
11 for persons working in fields related to fishing and trapping activities.
12 for persons employed in forestry and logging occupations.
13 for mining and quarry occupations.
- This includes oil and gas field employment.

14 for those persons employed in processing.
15 for those persons employed in machinery.
16 for occupations related to product fabrication, assembling, and repair.
17 for occupations involved with all aspects of the construction/trades field.
18 for those persons who operate all types of transports equipment.
19 for those persons employed in the materials handling field.
20 for occupations not classified elsewhere.
99 for responses that are not applicable.

3. Marital Status

Information on marital status is important in the development of programs related to family structure and growth, such as housing and educational facilities, and for the studies in social and economic problems relating to particular segments of the population such as single-parent homes, working mothers, the unattached elderly, etc.

Using the elective response category card (see Appendix E) which lists the 5 codes for marital status, ask:

Using this card, please tell me the marital status of each of these people.

Say each person listed and enter the appropriate code opposite to that person's name in the column instructed by your coordinator. Code 5 (*Never Married*) automatically for children aged 0 - 14 years.

The response categories and their descriptions are as follows:

Marital Status Type Codes (for elective Columns)

1 Married (Including Common-Law)
- the person has a husband or wife who, on census day, is living, even if temporarily living apart (i.e. one is employed away from home, hospitalized, etc.) but not if they are actually separated by choice or have obtained a divorce; or
- persons living in a common-law relationship, regardless of their legal status (separated, divorced, etc.); or
- Same-sex partners living together in a common-law relationship or married (defined by the Adult Interdependent Relationships Act)

2 Separated
- person separated from his/her spouse due to causes such as desertion or marriage breakdown, or because he/she no longer wants to live with his/her spouse, provided that no divorce has been obtained

3 Divorced
- person has a legal divorce (i.e. obtained the decree absolute) and has not remarried

4 Widowed
- person's spouse has died and he/she has not remarried

5 Never Married
- person has never married and is not in a common-law relationship

Marriages that have been annulled are not counted as marriages.

4. Highest Education Level Attained

Upgrading of skills and other educational programs are based on a municipality's need for them. Information on educational attainment is used to justify this type of funding. As well, levels of income can be estimated for a municipality given information on the education level of its population.
Hand the respondent the elective response category card (see Appendix E) which lists the 8 codes for the highest education level attained, then ask:

Which number represents the highest level of education for Person __ ?

Say each person and enter the appropriate code opposite that person's number in the column number as instructed by your coordinator.

Highest Education Level Codes (for elective Columns)

1 for attendance or completion of Kindergarten through to Grade 8.
2 for those who have some high school.
3 for those who have obtained a high school diploma.
4 for those who have attended, but not completed college accreditation. This includes attendance at a bible college.
5 for those who have received their college or technical certificate/diploma.
6 for those who have had some university.
7 for those who hold a university degree.
9 for all other responses that are not applicable.

5. Number of Bedrooms

Information on the number of bedrooms in houses across Alberta when combined with data on the number of persons in households as well as shelter costs, provide another dimension for measuring the economic situation of Alberta families, and, in particular, for measuring crowding and the quality of life. To obtain information on the number of bedrooms, ask the respondent the following question:

How many bedrooms does this dwelling have?

Number of Bedrooms Codes (for elective Columns)

1 for **one** bedroom.
2 for **two** bedrooms.
3 for **three** bedrooms.
4 for **four** or more bedrooms.
9 for **no** bedrooms.

6. Conditions of Occupancy

Many people live in dwellings which are geared to income, age, health status, or membership in a religious organization. This question helps to separate those housing units from the general housing market whose occupancy is restricted due to certain criteria. Thus, this information is important when considering development proposals, including location and amenities, for certain segments of the population.

Hand the respondent the elective response category card (see Appendix E) which lists the 9 codes to describe the conditions of occupancy, then ask:

Which number describes the condition of occupancy for this dwelling?

Conditions of Occupancy Codes (for elective Columns)

1 for occupancy that is related to age.
2 for occupancy based on income.
3 for student status occupancy.
4 for single parent.
5 for membership in an organization to justify occupancy.
6 when occupancy is related to employment.
7 when occupancy is based on medical reasons, such as in the case of the handicapped.
8 when conditions of occupancy are related to some other criterion, such as women's or youth shelters.
9 when there are no special conditions necessary to qualify for occupancy in the dwelling.

7. Previous Residence (by Province)

Certain Alberta municipalities have significant proportions of their population from other provinces. When combined with other demographic, household, and employment information, a better community profile can be determined.

Ask this question only of those persons whose previous residence was given as another province (code 2 in column 36). Hand the respondent the elective response category card (found in Appendix E), then ask:

What province did Person__ last reside in before moving into this municipality?

Say each person and enter the appropriate code in the column numbers as instructed by your coordinator.

Previous Residence by Province Codes (for elective Columns)

01 if they lived in **Newfoundland**.
02 if they lived on **Prince Edward Island**.
03 if they lived in **Nova Scotia**.
04 if they lived in **New Brunswick**.
05 if they lived in **Quebec**.
06 if they lived in **Ontario**.
07 if they lived in **Manitoba**.
08 if they lived in **Saskatchewan**.
09 if they lived in **British Columbia**.
10 if they lived in the **Yukon**.
11 if they lived in the **Northwest Territories**.
12 if they lived in **Nunavut**.
99 if they did not previously live in another province.

8. Mode of Travel to Work

Information on mode of travel to work is essential to help establish municipal transportation policies, by determining in part the need for various transportation forms and networks in the municipality.

Ask this question only of those persons who are employed full-time, part-time, or seasonal (codes 1, 2, or 3 in column 40). Hand the respondent the category response card (found in Appendix E) which lists the 6 codes for Mode of Travel to Work, then ask:

What is the most frequent mode of travel to work for Person __?

Say each person listed and enter the appropriate code in the column number as instructed by your coordinator.

Previous Residence by Province Codes (for elective Columns)

01 if the most frequent mode of travel to work is their own vehicle.
02 if they use a car pool.
03 if they use public transit.
04 if they use a bicycle.
05 if they walk.
09 if none of the above is applicable.

Summary of Enumeration Procedures

1. Check your enumerator's kit to ensure that all materials are included.
2. Read your instruction manual carefully before beginning the enumeration.
3. Study your enumeration area census map thoroughly to familiarize yourself with the layout of your area and how to cover it systematically.
4. When enumerating, fill out the portion of the form above the question, "Dwelling is:" before knocking on the door. However, you may need to confirm some of this information with the respondent.
5. When conducting the interview, be courteous, tactful, and professional at all times and in all situations.
6. During the interview, complete the remainder of the census form. Note in particular: who is eligible to be counted; whom to select as the respondent and as Person 1; that all household members are accounted for; the appropriate wording of questions to obtain the required information; and the appropriate code for answer categories.
7. Be accurate and complete in your collection of information.
8. If you find that residents of a particular dwelling are temporarily away, leave your call-back card and follow the call-back procedures outlined on page 15.
9. Record every dwelling in your area whether owned, rented, non-permanent/seasonal, vacant or under construction (unless it is not habitable or is derelict).
10. Report to you coordinator as instructed, usually once daily.
11. Return completed census forms to your coordinator on the specified dates.
12. Return all materials to your coordinator at the completion of the census, including voided or unused census forms.

References

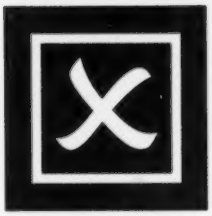
Alberta Finance - Statistics. Alberta Municipal Census - Training Manual. Edmonton: Alberta Finance Statistics, April 2007.

Alberta Bureau of Statistics. Alberta Municipal Census - Enumerator's Manual. Edmonton: Alberta Bureau of Statistics, March 1991.

Alberta Municipal Affairs. 2009 Municipal Codes. website. http://www.municipalaffairs.gov.ab.ca/am_municipal_codes.cfm

Statistics Canada. 2006 Federal Census Dictionary. Ottawa: Statistics Canada, 2006.

Statistics Canada. 2006 Federal Census Handbook. Ottawa: Statistics Canada, 2006.



Appendices

Appendix A

Census Enumerator's Oath of Office

I, the undersigned _____of

_____

(Residence) (City of Residence)

appointed Census Enumerator for _____

(Name of Municipality)

in the Province of Alberta, do swear or solemnly affirm that I will act faithfully in my capacity as Census Enumerator without partiality, fear, favour or affection; that I will not, without due authority, disclose or make known any information that comes to my knowledge by reason of my activities as a Census Enumerator; that I will carry out the census of the area to which I have been assigned, to the best of my ability and in accordance with the instructions which I have received.

So help me God.
(Omit if affirmed)

_____

CENSUS ENUMERATOR

Sworn (or affirmed) before me
at _____, Province of Alberta, this
_____ day of _____
20___

_____

A Commissioner for Oaths in and for the
Province of Alberta

Sample

Appendix B

Letter of Introduction

Re: Municipal Census

This letter introduces _____ who is an official Municipal Census Enumerator for the Municipality of _____.

The purpose of the census is to ensure that our municipality gets its share of grant funding and to help plan for improvements to our community such as transportation needs, recreational facilities and parks.

This Municipal Census is being conducted under the authority of the Municipal Government Act. The collection of personal information is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act.

The enumerators involved in the census have sworn an oath of secrecy. All information collected will be kept confidential and used only for the production of anonymous statistics.

Your co-operation in providing the requested information is important to the census and is greatly appreciated.

If you have any questions about the collection of this information please discuss them with _____ (***name of Census Enumerator***).

Yours truly,

Chief Administrator Officer

Sample

Appendix C

Call-Back Materials

Call-Back Card

Notice of Municipal Census Enumerator's Call

This is to advise you that a municipal census enumerator called on _____ (date).

I will return on _____ (day), _____ (date) morning / afternoon / evening.

If another time will be more suitable, please telephone _____ (name) at _____-_____.

Thank you.

Appendix C

Call-Back Materials

Call-Back Form

Enumerator:_____

Address	Phone Number	Date of Initial Call	Call-Back Card Left?	Remarks

Sample

Appendix D

Response Category Card

Side 1

1. RELATIONSHIP TO PERSON 1

1. Person 1
2. Spouse of Person 1
3. Child/Stepchild (Son or Daughter) of Person 1
4. Parent (Mother or Father) of Person 1
5. Brother or Sister (Sibling) of Person 1
6. In-Law(s) of Person 1
7. Other Relative
8. Non-Related

2. LENGTH OF RESIDENCE IN MUNICIPALITY

1. Less than 1 year
2. One to less than 2 years
3. Two to less than 5 years
4. Five years or more

3. PREVIOUS RESIDENCE

1. Another Alberta Municipality
2. Another Province in Canada
3. Outside Canada
9. Not applicable/Always lived here

Appendix D

Response Category Card

Side 2

4. EMPLOYMENT STATUS

1. Employed Full-Time
2. Employed Part-Time
3. Seasonal
4. Unemployed, Seeking Work
5. Homemaker
6. Retired
7. Other, Over 15
9. Under 15 Years of Age

5. EMPLOYMENT LOCATION

1. Another Alberta Municipality
2. In This Municipality (Not at Own Residence)
3. At Own Residence
4. No "Usual Place"
5. Outside Alberta
9. Not Applicable

Appendix E

Elective Response Category Card

Type of Industry

01. Agriculture
02. Forestry
03. Fishing/Trapping
04. Mining/Quarry
05. Oil/Gas
06. Manufacturing
07. Construction
08. Transportation
09. Communication/Utilities
10. Wholesale/Retail Trade
11. Finance/Insurance/Real Estate
12. Business/Personal Services
13. Government/Public Administration
14. Education
15. Health/Social Services
16. Accommodation/Food/Beverage
17. Other
99. Not Applicable

Type of Occupation

01. Managerial, Administrative & Related
02. Natural Sciences, Engineering & Mathematics
03. Religion
04. Teaching & Related
05. Medicine & Health
06. Artistic, Literary, Leisure, Recreational & Related
07. Clerical & Related
08. Sales
09. Service Occupations
10. Farming, Horticultural & Animal Husbandry
11. Fishing, Trapping & Related
12. Forestry & Logging
13. Mining & Quarry Including Oil & Gas Field Occupations
14. Processing
15. Machining & Related
16. Product Fabricating, Assembling & Repairing
17. Construction Trades
18. Transport Equipment Operating
19. Material Handling & Related
20. Occupations Not Classified Elsewhere
99. Not Applicable

Marital Status

1. Married (including Common Law)
2. Separated
3. Divorced
4. Widowed
5. Never Married (Single)

Elective Response Category Card

Highest Education Level Attained

1. Grade K - 8
2. Some High School
3. High School Diploma
4. Some College/Technical School
5. College/Technical School Certificate/Diploma
6. Some University
7. University Degree
9. Not Applicable

Number of Bedrooms

1. One Bedroom
2. Two Bedrooms
3. Three Bedrooms
4. Four or More Bedrooms
9. No Bedrooms

Conditions of Occupancy

1. Age
2. Income
3. Student
4. Single Parent
5. Membership (e.g. Religious Organization)
6. Occupation/Employer
7. Medical Reasons (e.g. disabled)
8. Other (e.g. Women's or Youth Shelter)
9. None

Previous Residence (by Province)

01. Newfoundland
02. Prince Edward Island
03. Nova Scotia
04. New Brunswick
05. Quebec
06. Ontario
07. Manitoba
08. Saskatchewan
09. British Columbia
10. Yukon
11. Northwest Territories
12. Nunavut
99. Not Applicable

Mode of Travel to Work

1. Own Vehicle (including motorcycles)
2. Car/Truck pool
3. Public Transit
4. Bicycle
5. Walk
9. Not Applicable

Standard Census Form

MUNICIPAL CENSUS

NAME OF MUNICIPALITY _____ CENSUS DATE _____

MUNICIPALITY CODE [1][2][3]

FORM NUMBER [4][5][6][7][8][9]

ADDRESS _____

ENUMERATION AREA [10][11][12]

FOR RURAL USE ONLY

[13] ¼ SECTION [14][15] SECTION [16][17][18] TOWNSHIP [19][20] RANGE [21] WEST OF MERIDIAN

DWELLING LOCATION

1) FARM 2) ACREAGE 3) HAMLET 4) MOBILE HOME PARK 5) OTHER [22]

USUAL NUMBER OF RESIDENTS [26][27][28]

[23][24] DWELLING TYPE

01) SINGLE DETACHED
02) SUITE IN SINGLE DETACHED
03) DUPLEX UNIT
04) QUADRUPLEX / TRIPLEX
05) ROW (TOWN) HOUSE
06) APARTMENT
07) SINGLE DWELLING ATTACHED TO A NON-RESIDENTIAL BUILDING
08) MOBILE HOME
09) OTHER MOVABLE DWELLING
10) COLLECTIVE DWELLING

[25] DWELLING IS

1) OWNED/RENTED
2) NON-PERMANENT/SEASONAL
3) VACANT
4) UNDER CONSTRUCTION

Number	Resident Descriptor	Sex	Age	Rel'p	Res.	Prev. Res.	Name of Previous Residence	Municipal Code	Empl. Stat.	Loc.	Employment Location	Municipal Code	Optional 1	2	3	4	5	6
[29][30] 1		[31]	[32][33]	[34]	[35]	[36]		[37][38][39]	[40]	[41]		[42][43][44]	[45]	[46]	[47]	[48]	[49]	[50]
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
0																		

SEX (31)
1 Male
2 Female

AGE (32-33)
01 0-4 years
02 5-9 years
03 10-17 years
04 18-24 years
05 25-34 years
06 35-44 years
07 45-54 years
08 55-64 years
09 65-74 years
10 75 & over

RELATIONSHIP TO PERSON 1 (34)
1 Person 1
2 Spouse of Person 1
3 Child/Stepchild
4 Parent
5 Brother/Sister
6 In-law of Person 1
7 Other Relative
8 Non-Related

LENGTH OF RESIDENCE IN MUNICIPALITY (35)
1 Less Than One Year
2 One to Less Than 2 Years
3 Two to Less Than 5 Years
4 Five Years or More

PREVIOUS RESIDENCE (36) (if 35 is 1, 2, or 3)
1 Another Alberta Municipality
2 Another Province/Territory
3 Outside Canada
9 NA / Always lived here

EMPLOYMENT STATUS (40)
1 Full-time
2 Part-time
3 Seasonal
4 Unemployed
5 Homemaker
6 Retired
7 Other
9 Under 15 Yrs

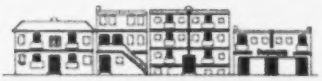
MUNICIPAL CODE is 999 if outside

Developed by: Alberta Finance, Statistics
March, 2008

Appendix G

Dwelling Types

SINGLE-DETACHED HOUSE



APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS

SEMI-DETACHED HOUSE

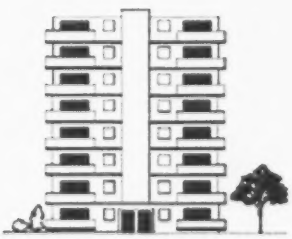
OTHER SINGLE-ATTACHED HOUSE

ROW HOUSE

MOBILE HOME

APARTMENT OR FLAT IN A DETACHED DUPLEX

OTHER MOVABLE DWELLING



APARTMENT IN A BUILDING THAT HAS FIVE OR MORE STOREYS

Appendix H 2009 Municipal Codes

CITIES	CODE
AIRDRIE	0003
BROOKS	0043
CALGARY	0046
CAMROSE	0048
COLD LAKE	0525
EDMONTON	0098
FORT SASKATCHEWAN	0117
GRANDE PRAIRIE	0132
LEDUC	0200
LETHBRIDGE	0203
LLOYDMINSTER	0206
MEDICINE HAT	0217
RED DEER	0262
SPRUCE GROVE	0291
ST. ALBERT	0292
WETASKIWIN	0347

TOWNS	CODE
ATHABASCA	0011
BANFF	0387
BARRHEAD	0014
BASHAW	0016
BASSANO	0017
BEAUMONT	0019
BEAVERLODGE	0021
BENTLEY	0024
BLACK DIAMOND	0030
BLACKFALDS	0031
BON ACCORD	0034
BONNYVILLE	0035
BOW ISLAND	0039
BOWDEN	0040
BRUDERHEIM	0044
CALMAR	0047
CANMORE	0050
CARDSTON	0052
CARSTAIRS	0056
CASTOR	0058
CHESTERMERE	0356
CLARESHOLM	0065
COALDALE	0069
COALHURST	0360
COCHRANE	0070
CORONATION	0075
CROSSFIELD	0079
DAYSLAND	0082
DEVON	0086
DIDSBURY	0088
DRAYTON VALLEY	0091

TOWNS	CODE
DRUMHELLER	0532
ECKVILLE	0095
EDSON	0100
ELK POINT	0101
FAIRVIEW	0106
FALHER	0108
FORT MACLEOD	0115
FOX CREEK	0119
GIBBONS	0124
GRANDE CACHE	0131
GRANUM	0135
GRIMSHAW	0137
HANNA	0141
HARDISTY	0143
HIGH LEVEL	0146
HIGH PRAIRIE	0147
HIGH RIVER	0148
HINTON	0151
INNISFAIL	0180
IRRICANA	0183
KILLAM	0188
LACOMBE	0194
LAMONT	0197
LEGAL	0202
MAGRATH	0211
MANNING	0212
MAYERTHORPE	0215
MCLENNAN	0216
MILK RIVER	0218
MILLET	0219
MORINVILLE	0224
MUNDARE	0227
NANTON	0232
OKOTOKS	0238
OLDS	0239
ONOWAY	0240
OYEN	0241
PEACE RIVER	0247
PENHOLD	0248
PICTURE BUTTE	0249
PINCHER CREEK	0250
PONOKA	0254
PROVOST	0257
RAINBOW LAKE	0260
RAYMOND	0261
REDCLIFF	0264
REDWATER	0265
RIMBEY	0266
ROCKY MOUNTAIN HOUSE	0268
SEDGEWICK	0280

TOWNS	CODE
SEXSMITH	0281
SLAVE LAKE	0284
SMOKY LAKE	0285
SPIRIT RIVER	0289
ST. PAUL	0293
STAVELY	0297
STETTLER	0298
STONY PLAIN	0301
STRATHMORE	0303
SUNDRE	0307
SWAN HILLS	0309
SYLVAN LAKE	0310
TABER	0311
THREE HILLS	0316
TOFIELD	0318
TROCHU	0320
TURNER VALLEY	0321
TWO HILLS	0322
VALLEYVIEW	0325
VAUXHALL	0326
VEGREVILLE	0327
VERMILION	0328
VIKING	0331
VULCAN	0333
WAINWRIGHT	0335
WEMBLEY	0343
WESTLOCK	0345
WHITECOURT	0350

VILLAGES	CODE
ACME	0002
ALBERTA BEACH	0004
ALIX	0005
ALLIANCE	0006
AMISK	0007
ANDREW	0008
ARROWWOOD	0010
BARNWELL	0363
BARONS	0013
BAWLF	0018
BEISEKER	0022
BERWYN	0025
BIG VALLEY	0027
BITTERN LAKE	0029
BOTHA	0038
BOYLE	0041
BRETON	0042
CARBON	0051
CARMANGAY	0054
CAROLINE	0055
CEREAL	0060

VILLAGES	CODE
CHAMPION	0061
CHAUVIN	0062
CHIPMAN	0064
CLIVE	0066
CLYDE	0068
CONSORT	0073
COUTTS	0076
COWLEY	0077
CREMONA	0078
CZAR	0081
DELBURNE	0083
DELIA	0084
DERWENT	0085
DEWBERRY	0087
DONALDA	0089
DONNELLY	0090
DUCHESS	0093
EDBERG	0096
EDGERTON	0097
ELNORA	0102
EMPRESS	0103
FERINTOSH	0109
FOREMOST	0112
FORESTBURG	0113
GADSBY	0121
GALAHAD	0122
GIROUXVILLE	0125
GLENDON	0127
GLENWOOD	0128
HALKIRK	0140
HAY LAKES	0144
HEISLER	0145
HILL SPRING	0149
HINES CREEK	0150
HOLDEN	0152
HUGHENDEN	0153
HUSSAR	0154
HYTHE	0155
INNISFREE	0181
IRMA	0182
KINUSO	0189
KITSCOTY	0190
LINDEN	0205
LOMOND	0207
LONGVIEW	0208
LOUGHEED	0209
MANNVILLE	0213
MARWAYNE	0214
MILO	0220
MINBURN	0221
MORRIN	0225
MUNSON	0228
MYRNAM	0229
NAMPA	0231

VILLAGES	CODE
NEW NORWAY	0233
NEW SAREPTA	0234
NOBLEFORD	0236
PARADISE VALLEY	0244
ROCKYFORD	0270
ROSALIND	0271
ROSEMARY	0272
RYCROFT	0275
RYLEY	0276
SPRING LAKE	0099
STANDARD	0295
STIRLING	0300
STROME	0304
THORHILD	0313
THORSBY	0315
TILLEY	0317
VETERAN	0330
VILNA	0332
WABAMUN	0364
WARBURG	0338
WARNER	0339
WASKATENAU	0342
WILLINGDON	0352
YOUNGSTOWN	0355

SUMMER VILLAGES	CODE
ARGENTIA BEACH	0009
BETULA BEACH	0026
BIRCH COVE	0384
BIRCHCLIFF	0028
BONDISS	0367
BONNYVILLE BEACH	0037
BURNSTICK LAKE	0414
CASTLE ISLAND	0057
CRYSTAL SPRINGS	0080
GHOST LAKE	0123
GOLDEN DAYS	0129
GRANDVIEW	0134
GULL LAKE	0138
HALF MOON BAY	0358
HORSESHOE BAY	0375
ISLAND LAKE	0185
ISLAND LAKE SOUTH	0368
ITASKA BEACH	0186
JARVIS BAY	0379
KAPASIWIN	0187
LAKEVIEW	0196
LARKSPUR	0378
MA-ME-O BEACH	0210
MEWATHA BEACH	0359
NAKAMUN PARK	0230
NORGLEWOLD	0237
NORRIS BEACH	0385
PARKLAND BEACH	0374

SUMMER VILLAGES	CODE
PELICAN NARROWS	0362
POINT ALISON	0253
POPLAR BAY	0256
ROCHON SANDS	0267
ROSS HAVEN	0273
SANDY BEACH	0277
SEBA BEACH	0279
SILVER BEACH	0282
SILVER SANDS	0283
SOUTH BAPTISTE	0369
SOUTH VIEW	0288
SUNBREAKER COVE	0388
SUNDANCE BEACH	0306
SUNRISE BEACH	0386
SUNSET BEACH	0357
SUNSET POINT	0308
VAL QUENTIN	0324
WAIPAROUS	0380
WEST BAPTISTE	0370
WEST COVE	0344
WHISPERING HILLS	0371
WHITE SANDS	0365
YELLOWSTONE	0354

MUNICIPAL DISTRICT	CODE
ACADIA NO. 34	0001
ATHABASCA NO. 12	0012
BARRHEAD NO. 11	0015
BEAVER COUNTY	0020
BIG LAKES, M.D. OF	0506
BIGHORN NO. 8	0382
BIRCH HILLS COUNTY	0502
BONNYVILLE NO. 87	0036
BRAZEAU COUNTY	0383
CAMROSE COUNTY	0049
CARDSTON COUNTY	0053
CLEAR HILLS COUNTY	0504
CLEARWATER COUNTY	0377
CYPRESS COUNTY	0376
FAIRVIEW NO. 136	0107
FLAGSTAFF COUNTY	0110
FOOTHILLS NO. 31	0111
FORTY MILE NO. 8	0118
GRANDE PRAIRIE NO. 1	0133
GREENVIEW NO. 16	0481
KNEEHILL COUNTY	0191
LAC LA BICHE COUNTY	4353
LAC STE. ANNE COUNTY	0193
LACOMBE COUNTY	0195
LAMONT COUNTY	0198
LEDUC COUNTY	0201
LESSER SLAVE RIVER	0507
LETHBRIDGE, COUNTY of	0204

MUNICIPAL DISTRICT	CODE
MINBURN NO. 27	0222
MOUNTAIN VIEW COUNTY	0226
NEWELL NO. 4	0235
NORTHERN LIGHTS NO. 22	0511
NORTHERN SUNRISE COUNTY	0496
OPPORTUNITY NO. 17	0512
PAINTEARTH NO. 18	0243
PARKLAND COUNTY	0245
PEACE NO. 135	0246
PINCHER CREEK NO. 9	0251
PONOKA COUNTY	0255
PROVOST NO. 52	0258
RANCHLAND NO. 66	0501
RED DEER COUNTY	0263
ROCKY VIEW NO. 44	0269
SADDLE HILLS COUNTY	0503
SMOKY LAKE COUNTY	0286
SMOKY RIVER NO. 130	0287
SPIRIT RIVER NO. 133	0290
ST. PAUL NO. 19	0294
STARLAND COUNTY	0296
STETTLER NO. 6	0299
STURGEON COUNTY	0305
TABER, M.D. OF	0312
THORHILD NO. 7	0314
TWO HILLS NO. 21	0323
VERMILION RIVER	0329
VULCAN COUNTY	0334
WAINWRIGHT NO. 61	0336
WARNER NO. 5	0340
WESTLOCK COUNTY	0346
WETASKIWIN NO. 10	0348
WHEATLAND COUNTY	0349
WILLOW CREEK NO. 26	0353
WOODLANDS COUNTY	0480
YELLOWHEAD COUNTY	0482

IMPROVEMENT DISTRICTS	CODE
I.D. NO. 4 (WATERTON)	0159
I.D. NO. 9 (BANFF)	0164
I.D. NO. 12 (JASPER PARK)	0167
I.D. NO. 13 (ELK ISLAND)	0168
I.D. NO. 24 (WOOD BUFFALO)	0179
I.D. NO. 25 (WILLMORE WILDERNESS)	0479
KANANASKIS I.D	0373

SPECIAL AREAS	CODE
SPECIAL AREA 2	0142
SPECIAL AREA 3	0142
SPECIAL AREA 4	0142

SPECIALIZED MUNICIPALITY	CODE
CROWSNEST PASS, MUNICIPALITY of	0361
JASPER, MUNICIPALITY of	0418
MACKENZIE COUNTY	0505
WOOD BUFFALO, REGIONAL MUNICIPALITY OF	0508
STRATHCONA COUNTY	0302

OTHER	CODE
TOWNSITE OF REDWOOD MEADOWS	0462

METIS SETTLEMENTS	CODE
BUFFALO LAKE	0406
EAST PRAIRIE	0407
ELIZABETH	0408
FISHING LAKE	0409
GIFT LAKE	0410
KIKINO	0411
PADDLE PRAIRIE	0412
PEAVINE	0413

HAMLETS & URBAN SERVICE AREAS	CODE
ABEE	0601
ACADIA VALLEY	0602
AETNA	0603
ALCOMDALE	0604
ALDER FLATS	0605
ALDERSYDE	0606
ALHAMBRA	0607
ALTARIO	0608
ANTLER LAKE	0609
ANZAC	0610
ARDLEY	0611
ARDMORE	0612
ARDROSSAN	0613
ARMENA	0959
ASHMONT	0614
ATMORE	0616
BALZAC	0987
BEAUVALLON	1050
BEAVER CROSSING	0956
BEAVER LAKE	0617
BEAVER MINES	0618
BEAVERDAM	0619
BEAZER	0620
BELLIS	0621
BENALTO	0622
BENCHLANDS	0623
BEZANSON	0624
BINDLOSS	0625
BIRCHAM	1342
BLACKFOOT	0626

HAMLETS & URBAN SERVICE AREAS	CODE
BLACKIE	0032
BLUE RIDGE	0627
BLUESKY	0628
BLUFFTON	0629
BODO	0630
BOTTREL	0988
BRAGG CREEK	0631
BRANT	0632
BREYNAT	0950
BROSSEAU	1221
BROWNFIELD	0633
BROWNVALE	0634
BRUCE	0635
BRULE	0636
BUCK CREEK	0637
BUCK LAKE	0638
BUFORD	0640
BURDETT	0045
BUSBY	0641
BYEMOOR	0642
CADOGAN	0643
CADOMIN	0644
CADOTTE LAKE	0645
CALAHOO	0646
CALLING LAKE	0983
CAMPSIE	0648
CANYON CREEK	0898
CARBONDALE	0993
CARDIFF	0994
CARSELAND	0651
CARVEL	0652
CARWAY	0964
CASLAN	0653
CAYLEY	0059
CESSFORD	0654
CHANCELLOR	0655
CHEADLE	0656
CHERHILL	0657
CHERRY GROVE	0658
CHIN	0659
CHINOOK	0660
CHISHOLM	0661
CLAIRMONT	0662
CLANDONALD	0663
CLEARDALE	0664
CLUNY	0067
COCHRANE LAKE	0665
COLINTON	0666
COLLINGWOOD COVE	0668
COMPEER	0669
CONDOR	0670
CONKLIN	0671
CONRICH	0672
CRAIGMYLE	0673
CYNTHIA	0674

HAMLETS & URBAN SERVICE AREAS	CODE
DALEMEAD	0675
DALROY	0676
DAPP	0677
DE WINTON	0678
DEAD MAN'S FLATS	3856
DEADWOOD	0679
DEBOLT	0680
DEL BONITA	0681
DELACOUR	0989
DEMMITT	1262
DESERT BLUME	4130
DIAMOND CITY	0682
DICKSON	0683
DIMSDALE	1281
DIXONVILLE	0684
DONATVILLE	0952
DOROTHY	0685
DUFFIELD	0686
DUHAMEL	0960
DUNMORE	0687
DUVERNAY	0688
EAGLESHAM	0094
EDWAND	1301
EGREMONT	0691
ELLSCOTT	0951
ELMWORTH	1241
ENCHANT	0692
ENDIANG	0693
ENILDA	0694
ENSIGN	0695
ENTWISTLE	0104
ERSKINE	0696
ETZIKOM	0697
EVANSBURG	0105
EXSHAW	0698
FABYAN	0699
FAIRVIEW	0982
FALLIS	0700
FALUN	0701
FAUST	0702
FAWCETT	0703
FLATBUSH	0705
FLEET	0706
FORT ASSINIBOINE	0114
FORT CHIPEWYAN	0707
FORT KENT	0708
FORT MACKAY	0709
FORT MCMURRAY	0116
FORT VERMILION	0710
GAINFORD	0711
GEM	0712
GLEICHEN	0126
GLENEVIS	0714

HAMLETS & URBAN SERVICE AREAS	CODE
GOODFARE	0976
GOOSE LAKE	0715
GRASSLAND	0716
GRASSY LAKE	0136
GREEN COURT	0717
GREENSHIELDS	0718
GREGOIRE LAKE ESTATES	1401
GROUARD	0719
GROVEDALE	0979
GUNN	0720
GUY	0721
GWYNNE	0722
HAIRY HILL	0139
HALF MOON LAKE	0723
HARVIE HEIGHTS	0724
HASTINGS LAKE	0949
HAYNES	0981
HAYS	0725
HAYTER	0726
HEINSBURG	0727
HERITAGE POINTE	0971
HERRONTON	1051
HESKETH	1343
HILDA	0728
HILLIARD	0729
HOADLEY	0984
HOBBEMA	0730
HUALLEN	1261
HUXLEY	0731
HYLO	0732
IDDESLEIGH	0733
INDUS	0734
IRON SPRINGS	0735
IRVINE	0184
ISLAY	0736
JANET	0990
JANVIER SOUTH	0953
JARVIE	0737
JEAN COTE	0738
JENNER	0739
JOFFRE	0740
JOHNSON'S ADDITION	0999
JOSEPHBURG	0741
JOUSSARD	0742
KATHYRN	0743
KAVANAGH	0744
KEEPHILLS	0745
KELSEY	0961
KEOMA	0747
KIMBALL	0965
KINGMAN	0749
KINSELLA	0750
KIRKCALDY	1052
KIRRIEMUIR	0751

HAMLETS & URBAN SERVICE AREAS	CODE
LA COREY	0752
LA CRETE	0753
LA GLACE	0754
LAC LA BICHE	0192
LAC DES ARCS	0755
LAFOND	0756
LAKE LOUISE	0757
LAKE NEWELL RESORT	4451
LAMOUREUX	0995
LANDRY HEIGHTS	0980
LANGDON	0758
LAVOY	0199
LEAVITT	0966
LEEDALE	0985
LESLIEVILLE	0760
LINDBERGH	0761
LINN VALLEY	0986
LITTLE BUFFALO	0762
LITTLE SMOKY	0763
LODGEPOLE	0764
LONG LAKE	0765
LOOMA	0766
LOTTIE LAKE	0991
LOUSANA	0768
LOWLAND HEIGHTS	0769
LUNDBRECK	0770
LYALTA	0771
MACKAY	0772
MADDEN	0773
MALLAIG	0774
MANOLA	0775
MANYBERRIES	0776
MARIE REINE	0777
MARKERVILLE	0778
MARLBORO	0779
MARTEN BEACH	0780
MCLAUGHLIN	0781
MEANOOK	0782
MEARNS	0996
MEETING CREEK	0783
METISKOW	0784
MICHICHI	0785
MILLARVILLE	0786
MIRROR	0223
MONARCH	0787
MONITOR	0788
MOON RIVER ESTATES	1059
MORECAMBE	1201
MORNINGSIDE	0789
MOSSLEIGH	0790
MOUNTAIN VIEW	0791
MULHURST BAY	0792
MUSIDORA	0793
NAMAKA	0795

HAMLETS & URBAN SERVICE AREAS	CODE
NAMAO	0997
NEERLANDIA	0796
NESTOW	1056
NEVIS	0797
NEW BRIGDEN	0798
NEW DAYTON	0799
NEWBROOK	0888
NIGHTINGALE	1161
NISKU	0889
NITON JUNCTION	0890
NORDEGG	0969
NORTH COOKING LAKE	0891
NORTH STAR	0892
NOTIKEWIN	0893
OHATON	0894
OPAL	0895
ORION	0974
ORTON	1060
PARKLAND	1061
PATRICIA	0897
PEERS	0801
PELICAN POINT	0962
PEORIA	0955
PERRYVALE	0954
PIBROCH	0802
PICKARDVILLE	0803
PINCHER STATION	0804
PINE SANDS	0998
PINEDALE	0805
PLAMONDON	0252
POPLAR RIDGE	0958
PRIDDIS	0972
PRIDDIS GREENS	0973
PURPLE SPRINGS	0807
QUEENSTOWN	0808
RADWAY	0259
RAINIER	0809
RANFURLY	0811
RED EARTH CREEK	0812
RED WILLOW	0813
RENO	0814
RIBSTONE	1055
RICH VALLEY	0815
RICHDALE	0816
RIDGEVALLEY	0817
RIVERCOURSE	0818
RIVERVIEW	0819
RIVIERE QUI BARRE	0820
ROBB	0821
ROCHESTER	0822
ROCHFORT BRIDGE	0823
ROCKY RAPIDS	0824
ROLLING HILLS	0825
ROLLY VIEW	0826
ROSEBUD	0827

HAMLETS & URBAN SERVICE AREAS	CODE
ROUND HILL	0829
ROWLEY	0992
RUMSEY	0274
SANDY LAKE	0830
SANGUDO	0278
SAPRAE CREEK	1381
SCANDIA	0831
SCHULER	0832
SEDALIA	0833
SEVEN PERSON S	0835
SHAUGHNESSY	0836
SHEPARD	0837
SHERWOOD PARK	0523
SHOULDICE	1053
SIBBALD	0838
SKIFF	0975
SMITH	0839
SOUTH COOKING LAKE	0840
SPEDDEN	0841
SPRING COULEE	0842
SPRINGBROOK	0900
SPRUCE VIEW	0843
ST. EDOUARD	0844
ST. ISIDORE	0845
ST. LINA	0846
ST. MICHAEL	0847
ST. VINCENT	0848
STAR	0850
STREAMSTOWN	0851
SUFFIELD	0852
SUNNYBROOK	0853
SUNNYNOOK	0854
SUNNYSLOPE	1341
SWALWELL	0855
TANGENT	0856
TAWATINAW	1057
TEEPEE CREEK	0977
TEES	0857
TELFORDVILLE	0858
THERIEN	0859
THUNDER LAKE	0860
TILLICUM BEACH	0963
TOMAHAWK	0861
TORRINGTON	0319
TRAVERS	1054
TULLIBY LAKE	0863
TURIN	0864
TWIN BUTTE	1361
VALHALLA CENTRE	0865
VEINERVILLE	0866
VENICE	1141
VILLAGE AT PIGEON LAKE	1058
VILLENEUVE	0867
VIMY	0868
VIOLET GROVE	0957

HAMLETS & URBAN SERVICE AREAS	CODE
WABASCA-DESMARAIS	0869
WAGNER	0649
WALSH	0870
WANDERING RIVER	0871
WANHAM	0337
WARDLOW	0872
WARSPITE	0341
WATERTON PARK	0874
WATINO	0875
WEDGEWOOD	0978
WELLING	0877
WELLING STATION	0967
WESTEROSE	0878
WHITELAW	0880
WHITFORD	1321
WIDEWATER	0899
WILDWOOD	0351
WIMBORNE	0881
WINFIELD	0882
WITHROW	0970
WOKING	0883
WOODHOUSE	1062
WOOLFORD	0968
WORSLEY	0884
WOSTOK	0885
WRENTHAM	0886
ZAMA CITY	0887

Appendix I

FOIP Information for Conducting a Municipal Census

As public bodies subject to the FOIP Act, municipalities must collect, use, disclose, protect, retain and dispose of personal information, including census information, in accordance with the Act. The following tips are offered for consideration in planning a municipal census.

Decide whether personal information is needed

- Only collect the personal information that relates directly to and is necessary for an operating program or activity of the municipality (**section 33(c)**).
- Review the Municipal Census form and decide which data elements are needed. Only collect the data elements necessary for a municipal program or activity.
- For example, if a new program for children is in the planning stages, you may need to collect dates of birth of residents if you need to know the distribution of children of various ages in the community. Or if the municipality is planning programs to support home businesses, you may need to collect employment location information.
- If the purpose of conducting the census is to collect the municipal grant from Alberta Municipal Affairs, collect a head count of residents per dwelling. Do not collect any personal information such as names, birth dates, gender, etcetera.

Collecting personal information

- Personal information should be collected directly from each household, not from neighbours or caretakers.
- Households should be advised how the information will be used, to meet the requirement of the FOIP Act to give notice (**section 34(2)**). The "Letter of Introduction" in Appendix B of the census manual (available from Municipal Affairs) can be revised for this purpose. The notice should cover the use of the information, the authority for collection (**section 33(c)** of the FOIP Act) and who to call if the resident has questions.
- The notice can be given orally or in writing.
- Households should be advised that participation in the census is voluntary.

Using and disclosing personal information

- Use and disclose the personal information only for the purposes given by the enumerator at the time the information is collected; for a consistent purpose (one that has a reasonable and direct connection to the original purpose and is necessary for operating a legally authorized program of the municipality); or for a purpose authorized under **section 39** of the FOIP Act.

Protecting personal information

- Protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.
- Protect identifiable personal information from the time it is collected until it is properly disposed.
- Reasonable security arrangements include requiring enumerators to take the Oath of Office; keeping all identifiable information collected in locked cabinets; restricting access through the use of passwords or user verification for electronic information; and shredding the information after its approved retention period.

Retaining and disposing of personal information

- Retain for the period of time specified in the municipality's approved retention and disposition schedule for the type of record. Dispose of the information at the end of this period. If identifiable information has been collected, documents should be destroyed in a secure manner.

Questions? Visit our website at www.gov.ab.ca/foip

Updated March 2008